

Chester C. Corbin Public Library Webster, Massachusetts



Library Construction Grant Application 2011

INTRODUCTION

MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM

2010-2011 CONSTRUCTION GRANT ROUND APPLICATION

Applicant Municipality

Webster

Applicant Library

Chester C. Corbin Public Library

2 Lake Street

Address

Webster 01570

Municipality and Zip Code

Contact Person

Carrie Grimshaw

Name

Director

Title

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Address

508-949-3880

Telephone

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Email Address

Library Board Chairperson

Jean Travis

Name

Jean Travis
Signature

Building Committee Chairperson

Sue Ann Canty

Name

Sue Ann Canty
Signature

Total Project Cost:

\$ 11,145,882

Original Plus Seven (7) Copies

Due: THURSDAY, JANUARY 27, 2011 by 4:00 PM

Send to: The Commonwealth of Massachusetts

Board of Library Commissioners

98 North Washington Street, Suite 401, Boston, MA 02114-1933

617-725-1860 / 1-800-952-7403 in-state

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PRELIMINARY APPLICATION
INFORMATION

Preliminary Application Information/Overview

A. Abstract

The project includes a new building on the site of the current library. The current library will be demolished to accommodate the new building. The site is adjacent to the Town Hall, the War Memorial and the former High School. The new building will have two floors and a partial basement. All of the program spaces will be on the first and second floors with the basement being used for mechanical space and storage, with an area for the Friends of the library to gather and sort materials and to hold book sales. The building will be a revitalizing force to the downtown area, which currently suffers from many vacant storefronts. The Children's and Young Adult areas will occupy the northwest corner of the building, which will have a dramatic turret overlooking a major intersection of roads on Main Street. The first floor will house New and AV materials, the Children's Room, Circulation and the Meeting Room. The second floor is primarily the Adult and Young Adult areas. The building is designed to be an inviting and welcoming structure, filled with natural light, making the Library an even more popular and more visible gathering place for the entire community.

B. Project Site Directions

Give written directions to the site of the existing library and the proposed site, if different, from the nearest major highway.

From Boston: Merge onto I-90 W. Take the I-290 E/I-395 S exit, EXIT 10. Take 395 South to exit 1. Go right at the light and left at the next light, Lake Street. The library is on the left just before the light.

From Worcester: From 290 W. Take 395 S to exit 1. Go right at the light and left at the next light, Lake Street. The library is on the left just before the light.

See street map in Appendix

C. Town Meeting / City Council Vote

As required in the 605 CMR 6.03 definition of an Approved Public Library Project, approval of this project is required by "a majority vote of the Town at a Town Meeting, a majority vote of the city council, with the approval of the mayor in the case of a city or, in a municipality having a town council form of government, by a vote of the town council." To meet this requirement two votes are required to: 1) give permission to apply, accept and expend State grant funds, and 2) approve the project's schematic design.

It is important to note that in order for this application to be considered, both of these votes must be secured and a certified copy must be forwarded to the MBLC by June 16, 2011.

If both votes have taken place, attach copies of certified votes in Appendix B. If one or both votes have not taken place, indicate below the date they are expected.

5/11/09 Vote to approve applying for, accepting and expending State Grant for Library Construction
(Date)

5/9/11 Vote to approve project design
(Date)

It is not necessary to secure voter approval to fund the library's construction project. This vote is required within six months following the library's receipt of a MPLCP provisional grant award.

Preliminary Application Information/Overview, cont.

D. Submission and Format Requirements

1. Submission and Format Requirements

Applications must be completed and received in full:

- One original labeled "Original Copy" in a three ring binder 1" – 3" in size.
- Seven copies, each in a three ring binder 1" – 3" in size.
- Delivered by Thursday, January 27, 2011 by 4:00 PM.
- Send to:

The Commonwealth of Massachusetts
Board of Library Commissioners
98 North Washington Street, Suite 401
Boston, MA 02114-1933

- No faxes or late applications will be accepted. Applications that are incomplete or do not comply with format requirements may be omitted from consideration.
- Send an electronic version of the abstract taken from the grant application by January 27, 2011 by 4:00 PM. Email abstract from page 4 to Rachel Masse at rachel.masse@state.ma.us.

Note: Library building program must be included in application under appropriate tab.

2. Schematic Design Drawings

- One (1) full size set of schematic drawings, or design development plans and preliminary specifications, in their latest version available. (Scale: 1" = 8ft.) Schematic drawings are adequate for the purposes of a grant application, however you should submit whatever is the latest version. Depending on the status of your project, that may be schematic, design development, or even working drawings. For building designs involving many levels and/or ceiling heights, including cross sections is recommended.
- Floor plan with a complete furnishings and equipment layout. For an addition/renovation, provide a floor plan of the existing building with furnishings and equipment layout as well as one for proposed layout. Indicate number of square feet in each area/room.
- Elevations of proposed facades, especially those showing public entrances.
- Site plan and topographical survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger). Include written explanation of parking plans.

SECTION 1
PROJECT INFORMATION

Section 1: Project Information**A. Census and Library****1. Population of applicant municipality:**

- | | |
|---|---------------|
| a) 2008 U.S. Census Population | <u>16655</u> |
| b) Later official census population, if different than above | <u>16655</u> |
| c) Cite the source(s) used to update census population. | |
| Town of Webster-Town Clerk | |
| d) Estimated 2030 Population | <u>17,984</u> |
| e) Cite the source(s) used, but supply one single projection for the 2030 population. | |
| Town of Webster – Community Development Plan 6/12/03 -provided by the Town Clerk | |

2. Library Statistics [Pages 1 – 9 FY 2009 as Reported on MBLC FY2010 ARIS Report]

- | | |
|--|---------------------------|
| a) Population served by library | <u>16655</u> |
| b) Attendance | <u>32322</u> |
| c) Number of registered borrowers | <u>7815</u> |
| d) Total holdings | <u>44238</u> |
| 1) Books | <u>35017</u> |
| 2) Audio (Compact discs (not CD-ROMs) cassettes | <u>1630</u> |
| 3) Video cassettes/discs/DVD | <u>2891</u> |
| 4) Print periodicals, newspapers & other print serials | <u>607</u> |
| e) Total circulation activity | <u>53834</u> |
| f) Hours | |
| 1) Total hours main library was opened. | <u>2600</u> |
| 2) Total hours the branches were opened. | <u>0</u> |
| g) Public use of internet computers | <u>7</u> |
| h) No. hours worked per average week by staff | <u>6.4000000000000004</u> |
| i) Operating Income | <u>318715</u> |
| j) Expenditures | <u>283233</u> |

3. Automated Library System- as reported by Networks

- | | |
|-----------------------|-----------------------------|
| a) Member network | <u>C/WMARS</u> |
| b) Type of membership | <u>Full</u> |
| c) Stand-alone system | <u> </u> |

Section 1: Project Information, cont.**B. Project****1. Function of proposed project building will be:**

Main Library ☒ Branch Library ☐ Joint Public Library ☐
Other (please specify) _____

2. Describe the present library facility:

☐ Library facility exists and will be part of construction project.

☒ A library facility of 7,400 gross square feet currently exists and was constructed in (date) 1921 and subsequently expanded/renovated in (date(s)) Heating system 2007, New Roof 2003, Elevator 1998.

☐ The existing library facility, which will not be part of the construction project, will be reused as _____.

☐ A library facility does not exist.

3. Description of project:

☒ New library building of 22,901 gross square feet

☐ Existing library building of _____ gross square feet, constructed in (date) _____ and subsequently expanded/renovated in (date(s)) _____, will be:

☐ Remodeled/renovated

☐ Remodeled/renovated and enlarged by an addition of _____ gross square feet.

☐ An existing building, that was previously a _____, will be converted to a library of _____ gross square feet.

4. Completed project will be (figure taken from architectural plans):

22,901 gross square feet 18,250 net usable square feet

5. Projected space needs for the library in 20 years will be (figure taken from Library Building Program):

21,371 gross square feet 14,952 net usable square feet

6. This project will attain LEED certification and apply for the MBLC Green Library Incentive.

Yes ☒ No ☐

7. Will this facility share space with another agency/organization?

Yes ☐ No ☒

If "Yes," please specify agency _____ and provide complete information for project costs for a library facility to be shared with another agency or organization on page 26.

_____ % of the total gross square feet of facility will be shared by library.

8. Does the town or the library hold fee simple title or other such estate or interest in the site, including access thereto, or does the town or library lease it?

Yes ☒ No ☐ 99 Year Lease ☐

9. The existing building to be renovated is:

☐ On the National Register of Historic Places

☒ In the Massachusetts Historical Commission's Inventory of Historic and Archaeological Assets

☐ In a potential historic district

10. Estimated Capacities

	Present Holdings	Building Program Capacity	Design Capacity
Volumes- Adult	25,842	34,188	38,512
Volumes-Young Adult	1,506	1,745	1,845
Volumes-Children	10,243	15,912	16,168
Volumes-Other	0	724	800
TOTAL VOLUMES	37,591	52,569	57,325
Videodiscs/DVD's/Videotapes	3,177	5,800	6,080
Music Recordings	519	1,840	1,840
Audiobooks	1,117	2,880	2,880
Other A/V Materials	127	-	-
TOTAL AUDIOVISUAL	4,920	10,520	10,800
TOTAL NO. PERIODICAL SUBSCRIPTIONS	61	98	117
Seating-Adult	37	67	67
Seating- Young Adult	0	20	22
Seating-Children	46	37	44
TOTAL SEATING	83	124	133
Computer Stations-Adult	4	12	12
Computer Stations- Young Adult	0	4	4
Computer Stations- Children	3	8	8
TOTAL COMPUTER STATIONS	7	24	24
Parking Spaces-Staff	4	-	6
Dedicated Parking Spaces- Library Patrons ONLY	16	-	34
TOTAL LIBRARY PARKING SPACES	20	-	40
FTE Professional Staff	4	-	9
FTE Non-professional staff	1	-	2
TOTAL STAFF	5		
Meeting Room Seats	20	150	150
Other Conference/Meeting Room Seats	0	-	24
Story Hour/Activity Seats	12	-	32

Section 1: Project Information, cont.**C. Needs Assessment****1) Existing Building Deficiencies and Their Impact of Library Service**

- a) Describe the specific space needs or conditions of the existing building which generated the proposed project.

The Chester C. Corbin Public Library is currently too small to meet the library service demands of the community. The Library was built in 1920 and has a total of 7,400 square feet on two floors. The space in the existing building is further limited by two staircases, located at opposite ends of the library, which take space away from library services. The two floors of the existing library are occupied by the Adult Reading Room on the first floor and the Children's area on the bottom floor. There is no separate Young Adult area.

Problem conditions include: inaccessibility to many areas, lack of quiet study space, lack of space for Young Adults, an outdated electrical system and poor data infrastructure, physical deterioration, plumbing problems, insufficient lighting, high noise levels, high energy costs, an unsafe main entrance, and lack of space for Children's services.

Additional concerns:

- Only one small conference room
- No Local History Room
- Limited parking (20 spaces including one handicap space)
- Very small staff work room, requiring that most work be done at the Main Desk
- Limited public computer access: four Internet terminals for adults and three for children
- No water fountains and no running water or rest rooms in the Children's area
- Lack of storage space

Section 1: Project Information, cont.**A. Needs Assessment**

1) Existing Building Deficiencies and Their Impact of Library Service

b) Describe the adequacy or inadequacy of existing space, the age of the existing facility, possible safety, security, and health issues including code violations, handicapped access, energy efficiency and other relevant factors which justify the need for a new, improved or expanded facility.

The building was built in 1921 and with the exception of an elevator installed in 1998 and a new roof in 2003; no major structural improvements have been made. The inadequacy of existing space stems from the two staircases which take up valuable space which could be utilized for the Children's and Young Adult's areas.

- With no space for a separate Young Adult area, the small collection of Young Adult/Teen materials started in 2004 is lost within the main adult reading room. The lack of a designated Young Adult area causes friction between those users looking for quiet space and others simply wanting to 'hang out'.
- Located in the basement, the Library's Children's Room lacks appropriate space. Story times are held in the middle of the Children's Room, disrupting regular use of that area. There is only one small closet for storage of supplies and no nearby preparation area for crafts. There are no restrooms designated for children and the existing restrooms are not visible from the children's room.
- A lack of quiet study space prevents people seeking such space from using the Library. Library staff received frequent requests for such space and the only solution at present is to offer use of the meeting room. The same issue applies to tutors and students who meet (or wish to meet) regularly at the library.

Section 1: Project Information, cont.**C. Needs Assessment****1) Existing Building Deficiencies and Their Impact of Library Service**

- a) How does the existing facility limit the ability of the library to meet local demands for public library service? What populations are unable to use the present facility?

The existing facility limits the ability of the library to meet local demands by being inaccessible to elderly, disabled, and mothers with strollers.

- Inaccessibility: Many areas are inaccessible because the elevator does not serve the following spaces: Children's Room, an under the stairs closet for periodical back issue storage and assorted supplies, the boiler room and custodian's work area, and staff work room, the only small work space available to staff.
- Unsafe front entrance: Settling of the front main entrance's granite steps has caused uneven joints between the risers, making it especially difficult for seniors and the disabled. Over the years, there have been many complaints and injuries because of this uneven stairs.
- Additionally, outdated electrical system in existing building does not meet the technology needs of the community.
- Outdated electrical system: The original electrical system cannot handle modern technology. The addition of computer workstations for staff and the public would require expensive electrical rewiring. The lack of electrical outlets throughout the building limits the use of laptops and of side or media projects for programs (computer use, more resources).

Also, the high noise levels and high energy costs resulting in drafty conditions in the library does not meet the needs of the community.

- High noise Levels: The open design of the main floor, basically one large room with book stacks used as dividers, contributes to high noise levels. Conversations in the computer room area are heard quite clearly in the reading room and vice versa. Since the staff, including the Library Director, does not have an enclosed office space, there is no confidentiality for business conversation or telephone calls made from the staff desk areas.
- High Energy Costs: The building is not energy efficient. Many of the original windows will not open or close. They are also drafty in the winter, which contributes to high heating costs.

Section 1: Project Information, cont.**C. Needs Assessment**

1) Existing Building Deficiencies and Their Impact of Library Service

d) What service goals/objectives cannot be met because of the limitations imposed by the present facility? A copy of the library's long-range plan is on file at the MBLC. For the purposes of this grant, you should photocopy relevant sections or excerpt from it direct quotes from your long-range plan about the physical plant. (Do not attach your entire long range plan.)

1. Need for quiet study space

"Library space for Tutors, students and other" Goal 1 Library Services Basic Literacy

The library needs a quiet study room. Currently, we have only one small conference room that is used as a meeting room, conference room, and quiet study room. We do not have a separate room for quiet study and currently we are not meeting of needs of our community for more "Library Space for Tutors, Student, and Other".

2. More Computers

"Basic Computer Training services" Goal 2 -Library Services-Business and Career Information

The library currently has only four Internet terminals in the Adult area and three in the Children's area. Library staff can train patrons on a one-on-one basis but not in a group. Library staff could provide more and better computer training for patrons if more computers were available. The library has funds to purchase more computers and we have an existing wireless connection, but we lack sufficient electrical outlets and space to add more computers to meet our patrons needs

3. More Shelving/Stack Space

"Library patrons will have access to a wide range of materials describing social, medical, and educational services" Goal 3-Library Services-Community Referral

Due to the lack of space for shelving in the Library, we are constantly weeding and cannot hold as many materials in our collection as necessary to have a 'wide range' of information. In addition, we cannot display our new materials in an appealing way because we lack space for displays. Our four Internet computers take up so much space in the Reference Room that it is hard for patrons to browse in our Reference Collection.

4. More meeting room space (for programs)

"Webster residents will find and obtain information about popular cultural, social, and recreational materials which will enrich their daily lives..." "Programming/ Action: the library will provide 2 to 4 recreational programs of interest to residents per year." Goal 5-Library Services-Current Topics and Titles

The library's goal of providing '2 to 4 recreational programs' has been met but not without space issues. For example:

- A Children's program, which brought in over 100 kids, had to be held outside because of lack of space and fire codes.
- An Adult Historical Trolley Tour program packed 75 adults in the meeting room! People could barely fit in the Library. The next program in the series, co-sponsored by the Library, had to be held out of the library in the school auditorium. The Library was unable to host this great program, because we lacked the meeting room space to accommodate such a popular program.

5. Need for Historical Room/Area

"A library that offers Local History and genealogy services addresses the desires of the community to know and better understand personal or community heritage. Program includes: Action- By 2011, the library director will write a preservation grant geared to repairing and preserving some of the local historical materials belonging to the library." Goal 9-Library Services-Local history and Genealogy Services

We have a very small local history section that is shelved within our general collection and is not climate controlled. We will apply for a grant to preserve these materials and need to create an appropriate space to house and preserve them in our renovation plans. A space where these historical items can be displayed and preserved and which invites the community to browse its' historical treasures.

6. Need for More Children's Room Space

"The library will a collection of Children and Tween Materials which reflect the borrowing practices and interests of this age group in conjunction with the recommendations from the Parent's Advisory Committee and the Youth Advisory Committee"... "The library will expand the picture and board book collection" Goal 1- Children and Tween Services

In our small Children's Room area that serves ages 0-17, it is difficult to "expand the picture and board book collection" because of space. With such limited space and such a broad age span, it is difficult, even impossible, to expand any one collection without limiting another.

7. Need for Young Adult Space

“The library will build a collection of young adult material which reflect the borrowing practices and interests of this age group in conjunction with the recommendations from the Youth Advisory Committee.” Goal 1-Young Adult Services

Currently, there is no separate Young Adult section. The Young Adult Collection is located in a corner of the Adult section. We have funding for Young Adult materials, from grants and the library’s budget, but expansion of the collection is limited by the shelf space available. Though we have built a collection of materials that ‘reflect the borrowing practices’ we still need to use ILL more than we would like. Funding and grants exist for these materials but we cannot expand the collection if we have no place to shelve the materials.

Section 1: Project Information, cont.**C. Needs Assessment**

1) Existing Building Deficiencies and Their Impact of Library Service

e) How has local demand or need for public library services or enhanced library services been growing?

The local demand for the public library and its resources has been increasing steadily over the last four years. Now, with the economic downturn, many more of our patrons are using library resources to look for jobs or for recreation. The demand for our computers is at an all time high. Currently, we have only four Internet terminals in Adult area and three in the Children's area. While we obviously have a tremendous need to increase computer availability at our library, we lack the space to set them up. Also, because of an outdated and limited electrical system that cannot handle modern technology, we lack the infrastructure to accommodate more computers. Any additional computer workstations for staff or public would require expensive electrical rewiring. Additionally, this limits the use of laptops and other media for programs. To help meet this need, the Library has recently installed WiFi but this service is mostly used by patrons who own electronic devices such as laptops.

Additionally, our circulation statistics have increased over the last four year. According to our statistics, total circulation of all items from FY07-FY10 went from 42,906 to 47,394 and video circulation went from 11,317 to 16,959 items. This demonstrates that the patrons are using the library's collections for recreational and educational needs more than ever.

Section 1: Project Information, cont.**C. Needs Assessment**

1) Existing Building Deficiencies and Their Impact of Library Service

f) What difficulties, if any, has the library traditionally experienced in efforts to improve and maintain its facility?

- The library has had many problems with trying to improve the facility. The flooding that has occurred over the years is a major problem. The most recent flood(s) occurred on 3/13/10 and 3/29/10. The Children's Room basement and elevator shaft were flooded twice over a two-week period. The first flood was 3 inches deep of water with \$3,953.92 in damages. The water came up from the out dated plumbing /pipes under Children's Room floor. The water rushed over the area and collected in elevator shaft. After the rain ended, cleaning crews and insurance were called. We just had the room back together and then it flooded again. This was worse than the first flood with damages of \$4,163.30. All carpets and some furniture needed to be replaced. The Children's Room was closed for a month during this time. Fortunately, the town insurance of Independent Claims Services, Inc/Trident, insured the damage again. The Board of Trustees and Library Director investigated ways to fix the plumbing and a crew was called in. The plumber said that the pipes are too small and that a sump pump would not work in that location next to the children's room. The pipes leading from the gutters to the storm drains consistently back up, which is a problem of the design of the building and its location. The custodian asked the DPW to clean the gutters more frequently but indicated that this will not really solve the problem.
- In addition, there is severe water damage to the ceiling and wall plastering on both levels. This physical deterioration is a problem that library has tried to fix with no success.
- Lastly, both interior and exterior lighting is insufficient. Lighting in the computer area is not designed for computer use, causing screen glare. Some interior ceiling fixtures are pulling away from the ceiling due to previous water damage. A large light fixture partially obscures the main level's skylight. Exterior fixtures have been installed for safety and security but fail to illuminate all possible areas.

Section 1: Project Information, cont.

C. Needs Assessment

1) Existing Building Deficiencies and Their Impact of Library Service

g) What has been done in the past ten years to maintain the facility?

Since the library was built in 1920 and opened in 1921, no major structural improvements have been made. But over the last ten years it was necessary to update the facility. In 1998, the elevator was installed. In 2003, a new roof was put on. In 2007, a new heating system was put it.

Section 1: Project Information, cont.**C. Needs Assessment**

- 2) Proposed Building in Relationship to Existing Building Deficiencies and Service Needs
 - a) Describe the future library's impact on projected 20-year library service needs for your community.

The impact will be to revitalize the community and the Main Street area. The Library will become the community center that Webster is currently lacking and desperately needs. As part of the Webster Main Street/Downtown revitalization the old high school behind the library will be renovated into elderly housing and a senior center. This project is already underway and a new library will enable us to serve these patrons well and accessibly by meeting ADA standards.

The Library will be a well planned, larger building, more efficient, and will house more than just a library at 21,371 square feet. The library will provide reorganized and streamlined operations and encourage public use of traditional and innovative services far into the century. Services include:

- More patron space-seating, interactive computers, meeting and programming areas
- Accessibility-more collection and display space for materials
- Improved Services-more staff support space, especially as it relates to patron services
- Efficient layout-spatial organization to enable more improved operations
- Flexibility-infrastructure that can change as modern library services and electronic technologies change

Section 1: Project Information, cont.

C. Needs Assessment

2) Proposed Building in Relationship to Existing Building Deficiencies and Service Needs

b) What people or groups of people will be able to make use of an expanded or renovated facility that cannot or do not use it now?

The future Chester C. Corbin Public library will enable all patrons to have access to library resources and programs. One of our major priorities is being accessible to the disabled and elderly patrons. Our current elevator does not serve all areas of the building and our entrance is unsafe because of uneven granite steps. In addition, the renovated library will provide everyone with better access:

- parents with young children
- community groups using our meeting room,
- young adults enjoying their own space
- adults seeking access to library materials, computers and programming

Section 1: Project Information, cont.

C. Needs Assessment

2) Proposed Building in Relationship to Existing Building Deficiencies and Service Needs

c) What services and programs, etc. can be offered in a new, expanded or renovated facility?

- Meeting Room-The new building will have a meeting room available for community meetings that can be open when the library is closed. The room will be open to many different groups such as the Boy and Girl Scouts, and local club and community groups and for educational purposes such as tutoring and language classes.
- Children's Program-The Library will be able to offer more children's programs in the added space in the new building. In addition, there will be a separate area for story time.
- Computers-There will be many more Internet terminals and designated areas to hook up electronic devices to use with wireless connection.
- Larger Collection- The Library will provide more materials than ever before because there will be more space for all our collections: Adult, Children, and Young Adult.

Section 1: Project Information, cont.

C. Needs Assessment

2) Proposed Building in Relationship to Existing Building Deficiencies and Service Needs

d) How are existing health and safety issues resolved in the new, expanded or renovated facility?

- The entrances in and out the building will be greatly improved with new building design. The building will be ADA compliant.
- More bathrooms in the facility, which will help with health concerns, especially in children's area. Water fountains will be located throughout the building.
- HVAC- Mold/Mildew will be filtered out of the air.
- Annual flooding will be eliminated to make a healthier environment for patrons and staff
- Asbestos will be removed and new building will meet code.
- The design of the library includes many large windows that provide an abundance of natural light.

Section 1: Project Information, cont.**D. Special Conditions:**

If not already included in this application, note and explain any special conditions pertaining to this project or municipality. Special conditions might include such elements as demography, economics, branches or private libraries within your municipality or other conditions that have had an effect on the proposed project's scope or size.

Special conditions pertaining to this project are location, economic conditions, and historical issue.

- The location of the proposed and current building is at 2 Lake St. at the end of Main St. Currently, the Board of Selectman and the town have been working on 'Revitalization of Main Street'. The library would coincide perfectly with the revitalization efforts that the town is making. There will be elderly housing and a senior center in a renovated old high school next to the library. The close proximity of the two new projects will have a profound effect on the community by creating a sense of pride in the town and a community center which is needed.
- In addition, this library serves the community in a unique way. Many of our patrons do not have cars and live close by in low-income housing/apartments, so many of them walk to the library. Remaining at this location helps us to meet the needs of our community.
- Webster has traditionally been a low-income community, with or without the current recession and the library provides an essential educational and recreational resource to this community.
- The Library was listed in the Massachusetts Historical Commission's Inventory of Historic and Archaeological Assets. We have received permission from the Massachusetts Historical Commission to proceed with the project due to our building's conditions and lack of appropriate sites in town.

E. Pictures and Descriptive Captions of Existing Building Conditions & Site



Figure 1a- Chester C Corbin Public Library-Main Entrance

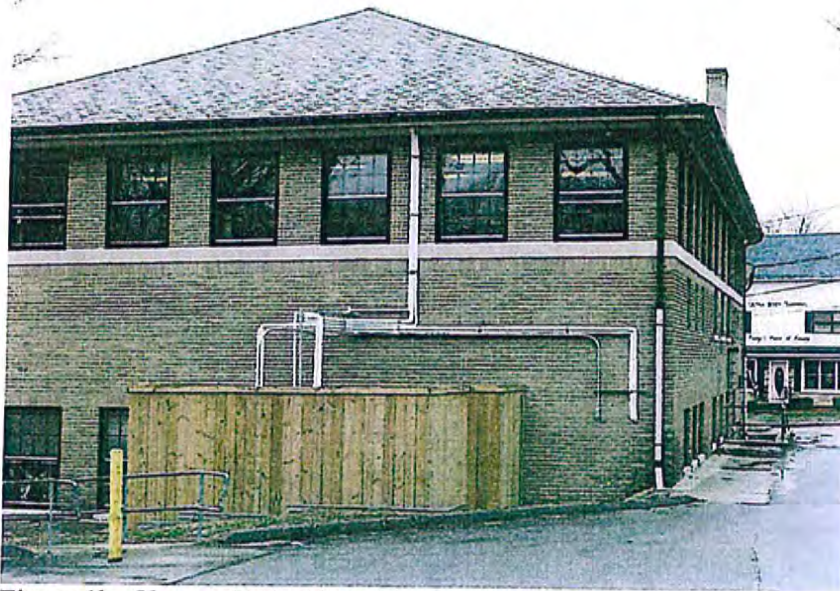


Figure 1b- Chester C Corbin Public Library-Rear

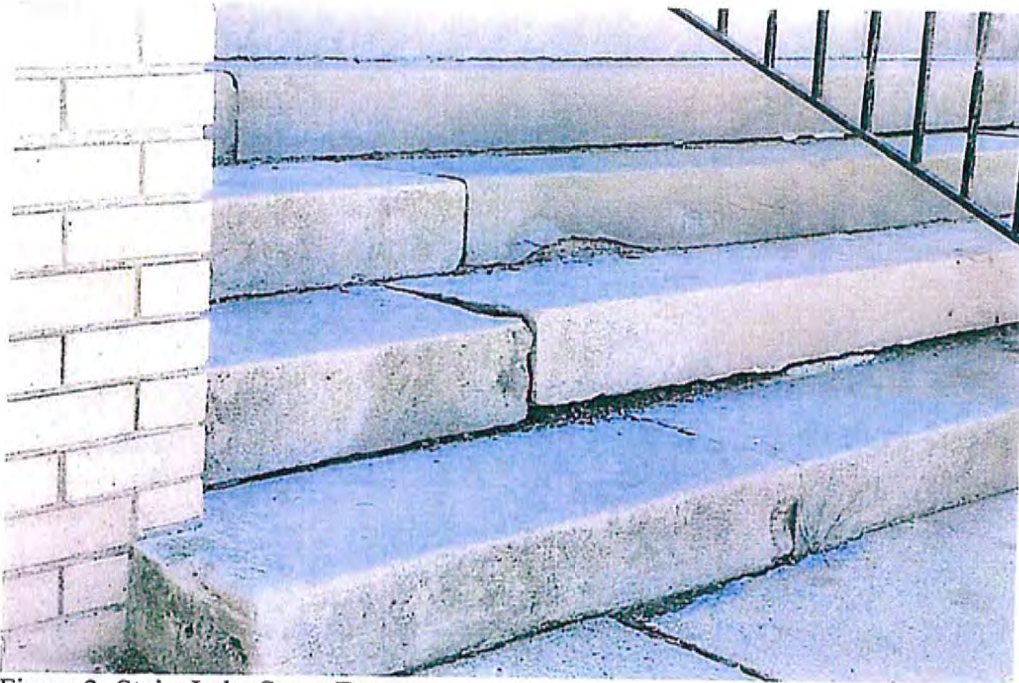


Figure 2 -Stairs Lake Street Entrance

Front entrance steps are uneven and not meeting the ADA and current building codes.



Figure 3- Parking Lot Entry

The parking entrance and lot are not adequate for patron use. It is unsafe for foot traffic.



Figure 4- Parking Lot Adult Program

The rear parking lot is very unsafe with not enough space for the numbers of patrons visiting on a daily basis.

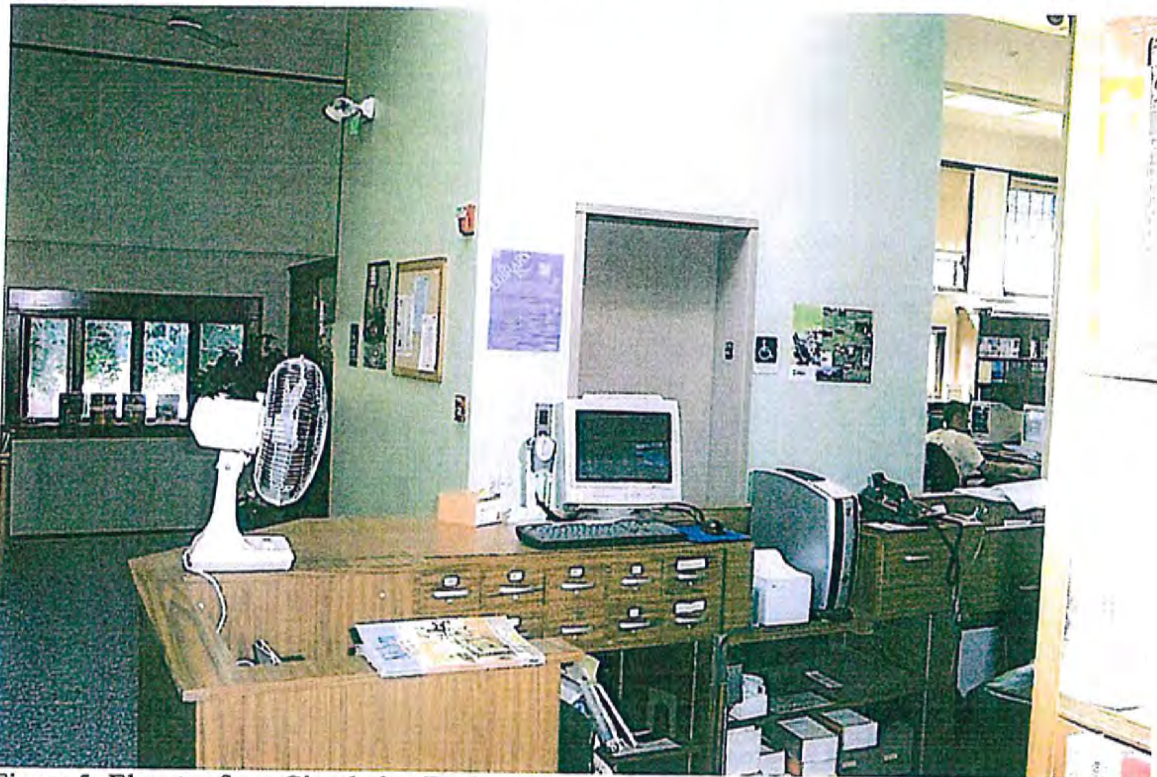


Figure 5- Elevator from Circulation Desk

No visibility of many areas of the library from the circulation desk which causes safety and security problems. Some areas that need better visibility are the children's areas, the adult reading room, meeting rooms, restrooms and entrances.

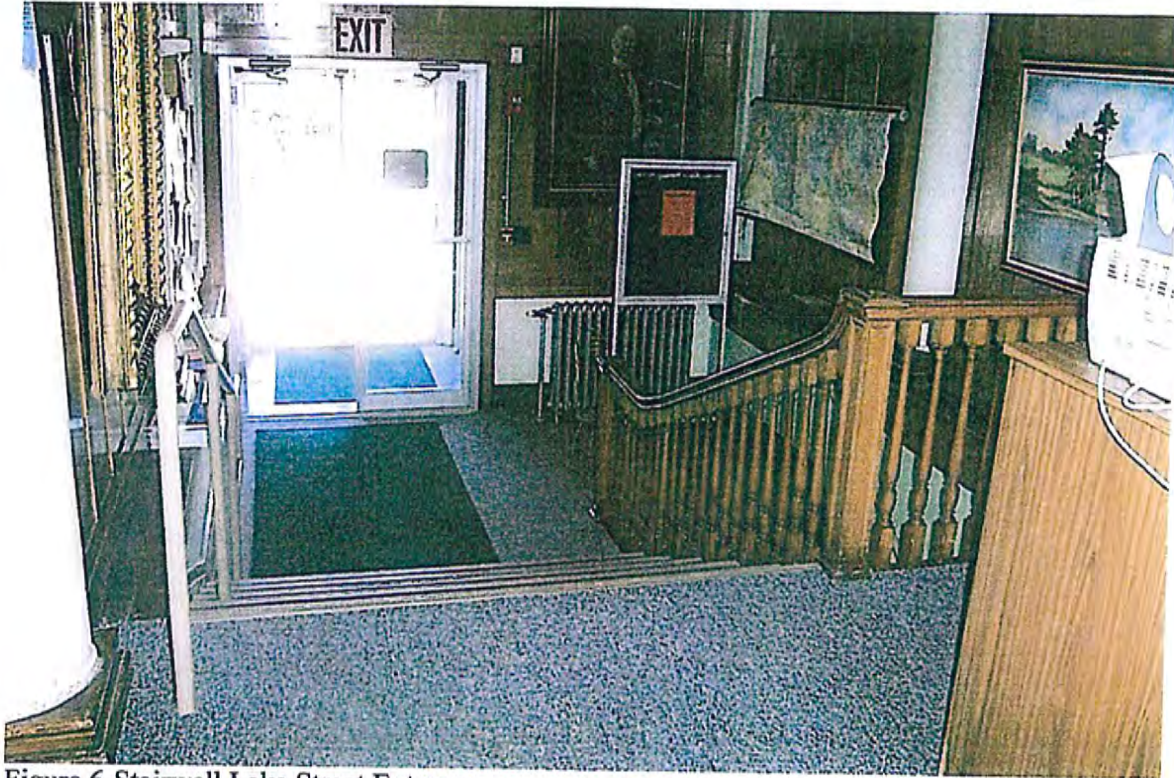


Figure 6-Stairwell Lake Street Entrance

This main entrance is not a good use of our limited floor space. It may be grand, but is not effective. It is also not ADA. This is one of two staircases, and is another inefficient use of space. This is one of the two emergency exits, but neither have handicapped ramps for patrons.



Figure 7-Circulation Desk Crowd

The small circulation area limits the amount of patrons who can be served. The height is not appropriate for all patrons. The adult fiction area is behind the staff, so the staff are vulnerable. The location of the elevator opening is into the circulation desk area, adding even more congestion.

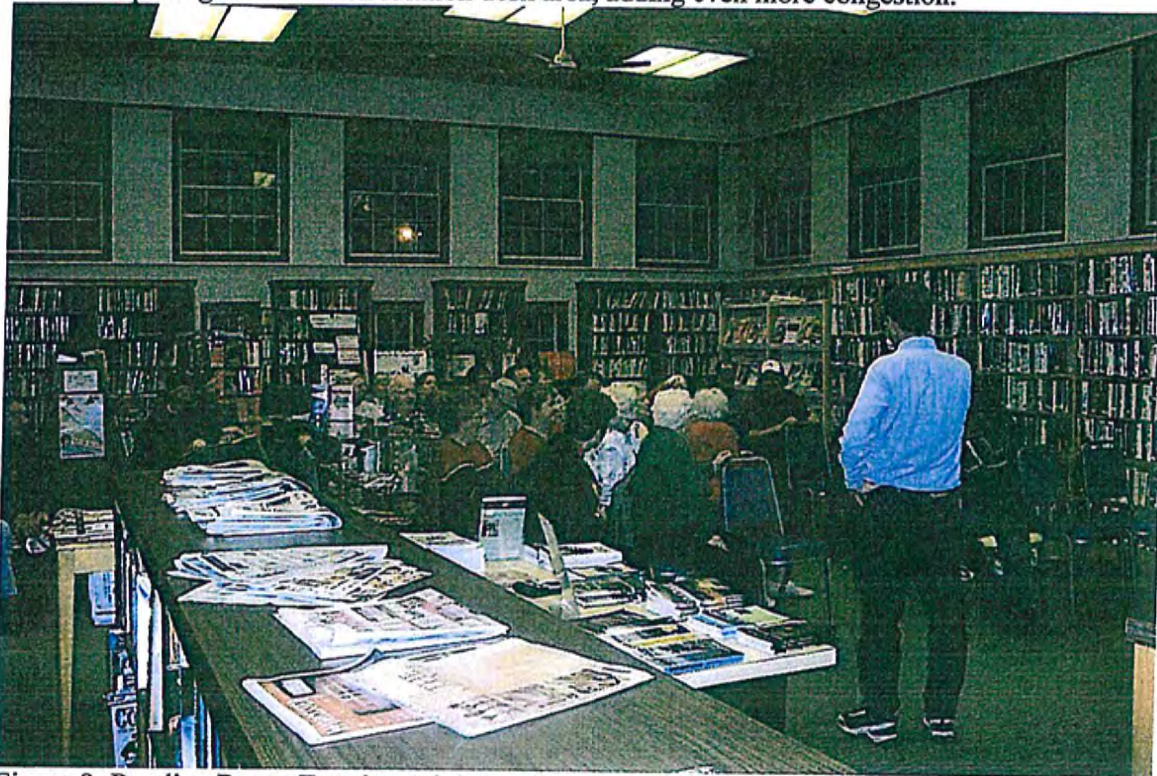


Figure 8- Reading Room Tougas-Adult Program

We have to limit the attendance at public gathering to avoid overcrowding, and unsafe floor- load, and inadequate egress. Patrons could not access the collections during the gatherings.

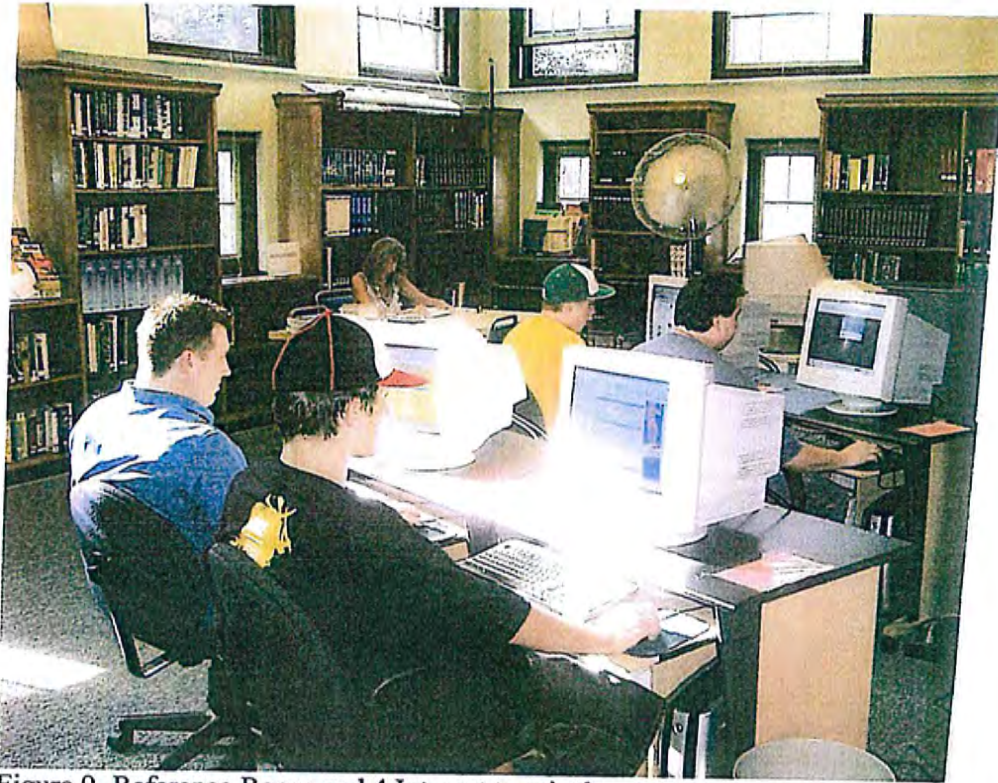


Figure 9- Reference Room and 4 Internet terminals

This is the reference room and the computer terminals. We need more space for more workstations. The reference materials are blocked by the users. The outdated electrical system also limits the number of workstations we need to provide to the patrons.

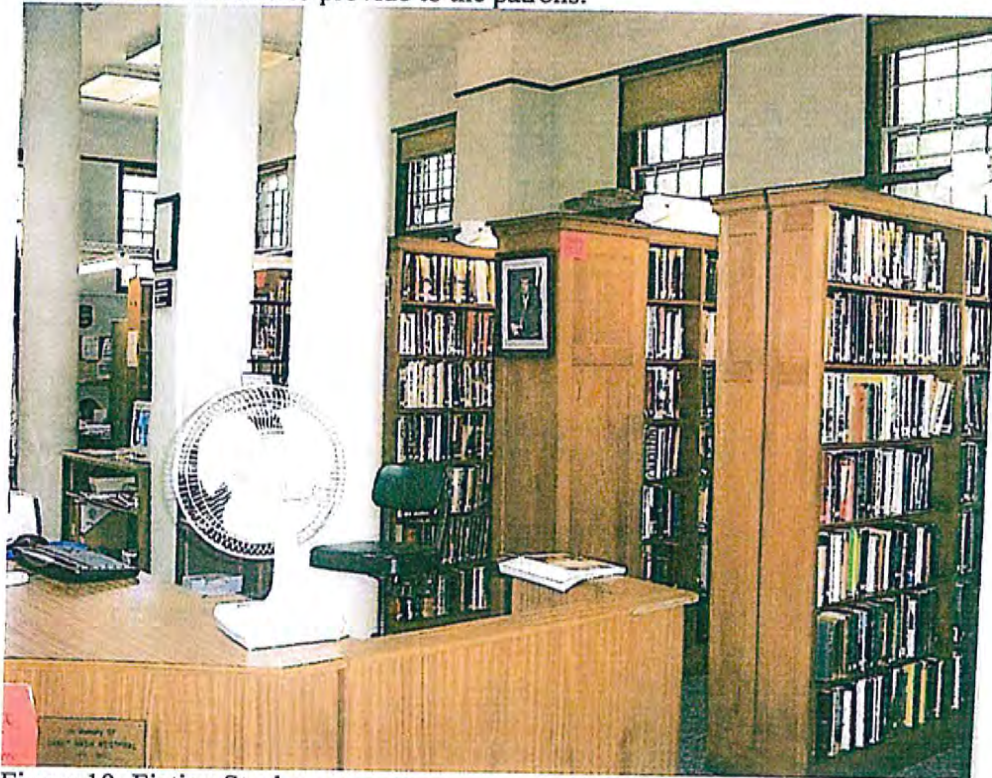


Figure 10- Fiction Stacks

The fiction stacks are behind the circulation desk, causing a safety hazard to the staff. They are not handicapped accessible, nor is there enough space for the collection.



Figure 11- Historical Collection

The historical collection is not in a climate-controlled space, causing the materials to deteriorate and be lost.

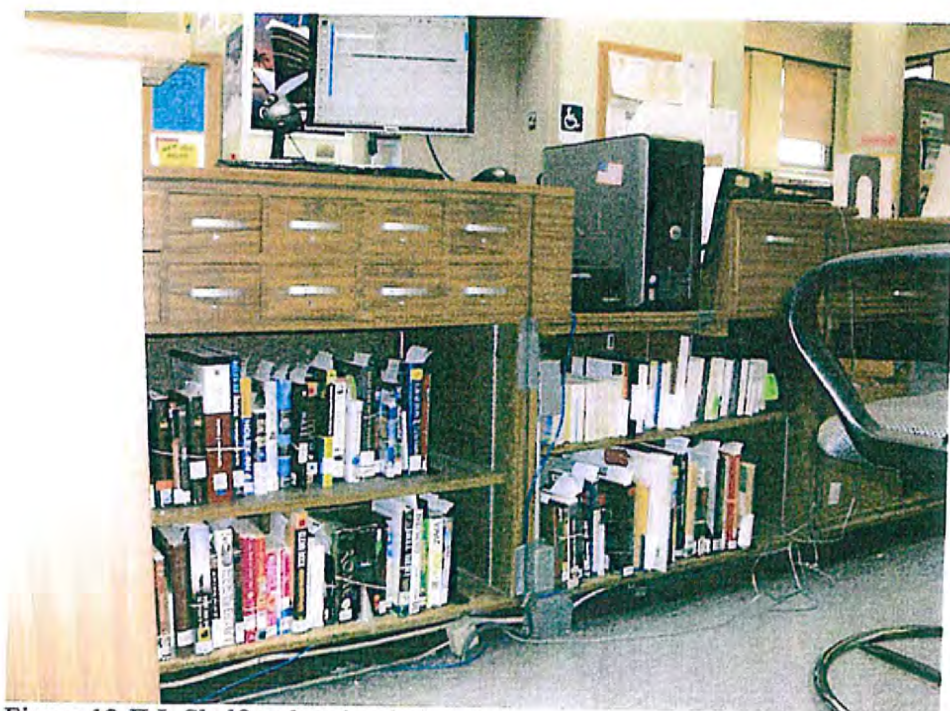


Figure 12-ILL Shelf under circulation desk

The ILL shelf under the circulation desk is too small and can't be organized for efficiency.



Figure 13-Restroom and Conference Room

There are only two public restrooms which is not adequate. The children need their own restrooms separate from the adult access. They are not visible from the circulation desk. The fixtures need to be updated to be more efficient.



Figure 14-Conference Room

The conference room beyond the restrooms is very small, and usually is not adequate for the participants who would like to attend.

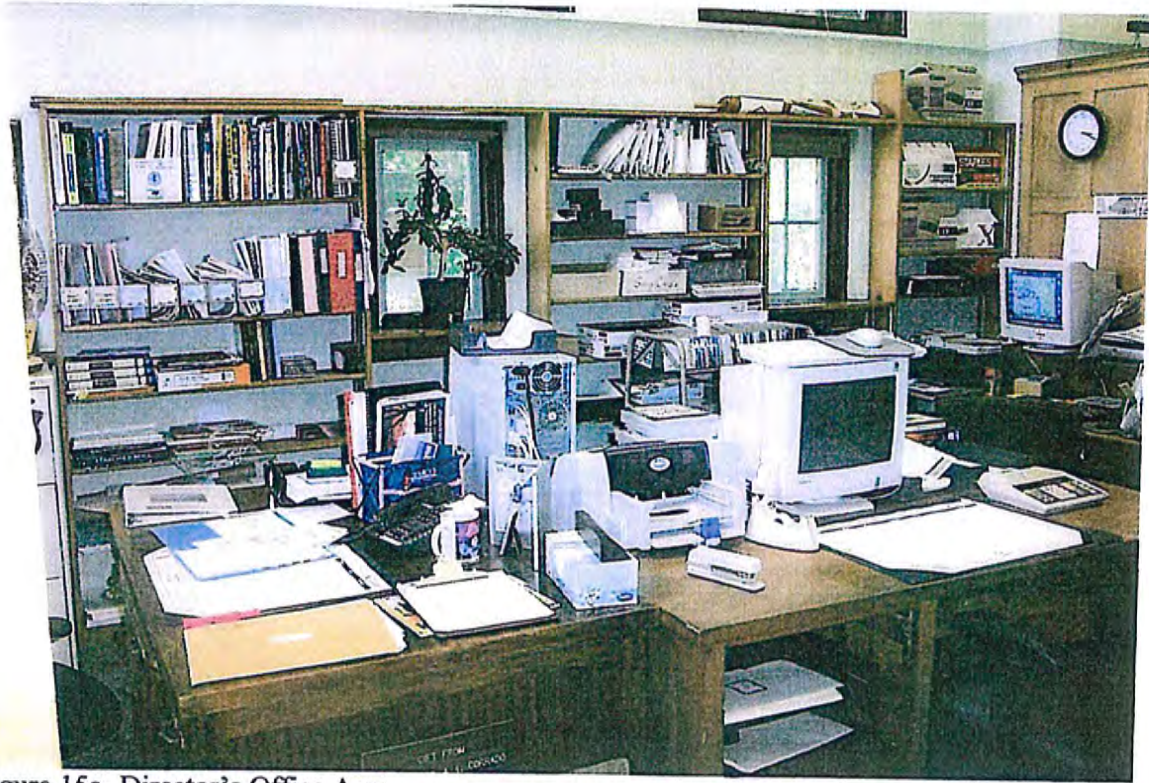


Figure 15a- Director's Office Area

The director's office area is inefficient and is an obsolescent design. There is no confidentiality offered in this space. There is no security for business purposes or personal belongings.



Figure 15b- Director's Sinking Wall

The Director's wall is sinking. The deteriorated wall is exposing underlying structural failure.



Figure 16-Periodical Storage

The Periodicals storage area is inadequate, and is causing the deterioration of the materials. We cannot access the materials when requested.

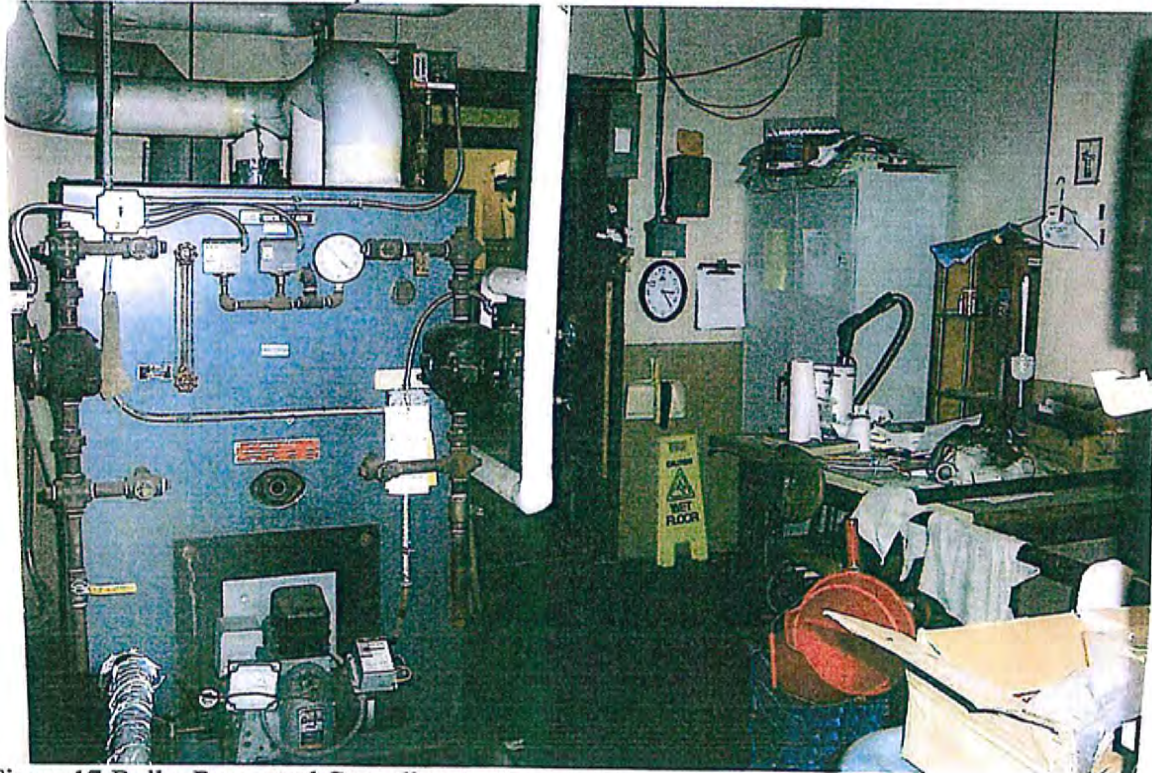


Figure 17-Boiler Room and Custodian Area

The boiler room and custodial area is a crowded space with inadequate room for mechanicals and work area for maintenance personnel and supplies.



Figure 18-Fran Flynn Magician Children's Program

Fran Flynn the Magician holds a very popular children's program. The area was too small for a gathering space, so the participation was limited. This can cause a safety hazard, and forces us to turn away and disappoint patrons.



Figure 19a- 3/29/10 Flood- stairway near Children's room entrance and elevator
The base of the two staircases has been repeatedly flooded. This is the entrance to the children's room and elevators. This is a huge waste of space, and the continuous infiltration of moisture is causing deterioration of the collections, and is unhealthy for staff and patrons.

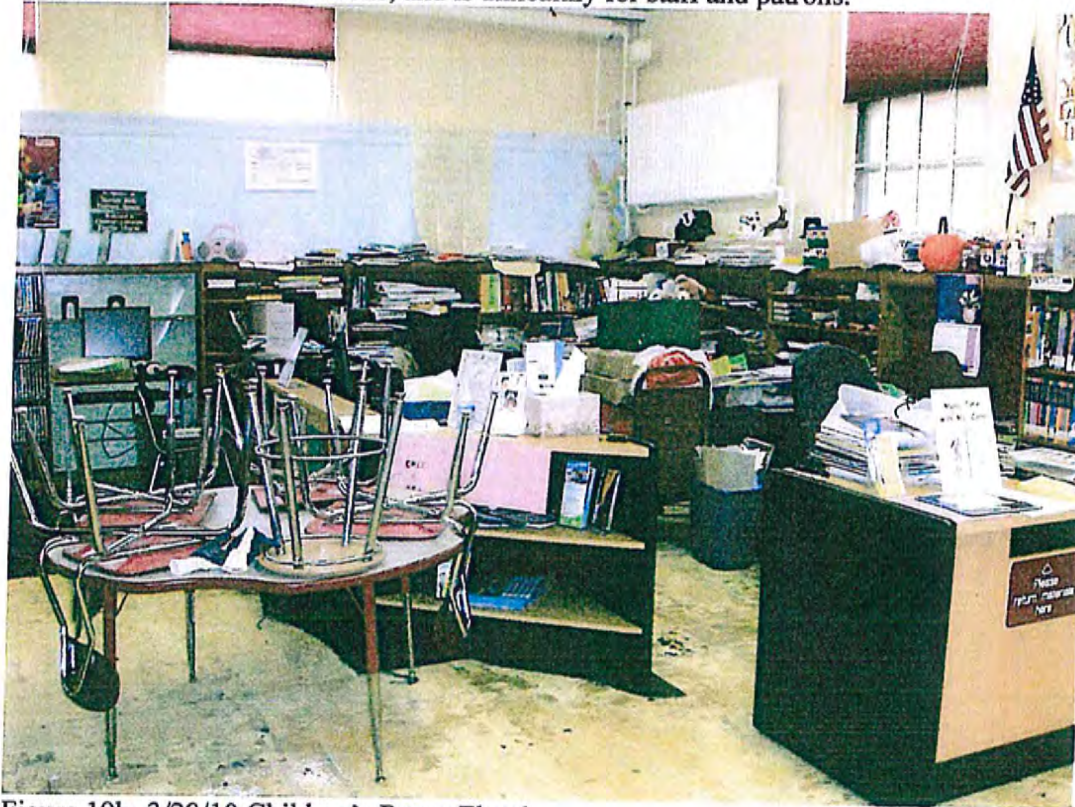


Figure 19b- 3/29/10 Children's Room Flood
The children's room has been flooded repeatedly. Because it is underground, the moisture is deteriorating the collection, and forcing us to replace carpeting and fixtures several times.



Figure 20- Public Restrooms

The Restrooms is inadequate for public use, is not handicap accessible, and unhealthy for the community.



Figure 21-Staff Restrooms

Staff restroom is too small and not gender divided. It also functions as a staff locker room.

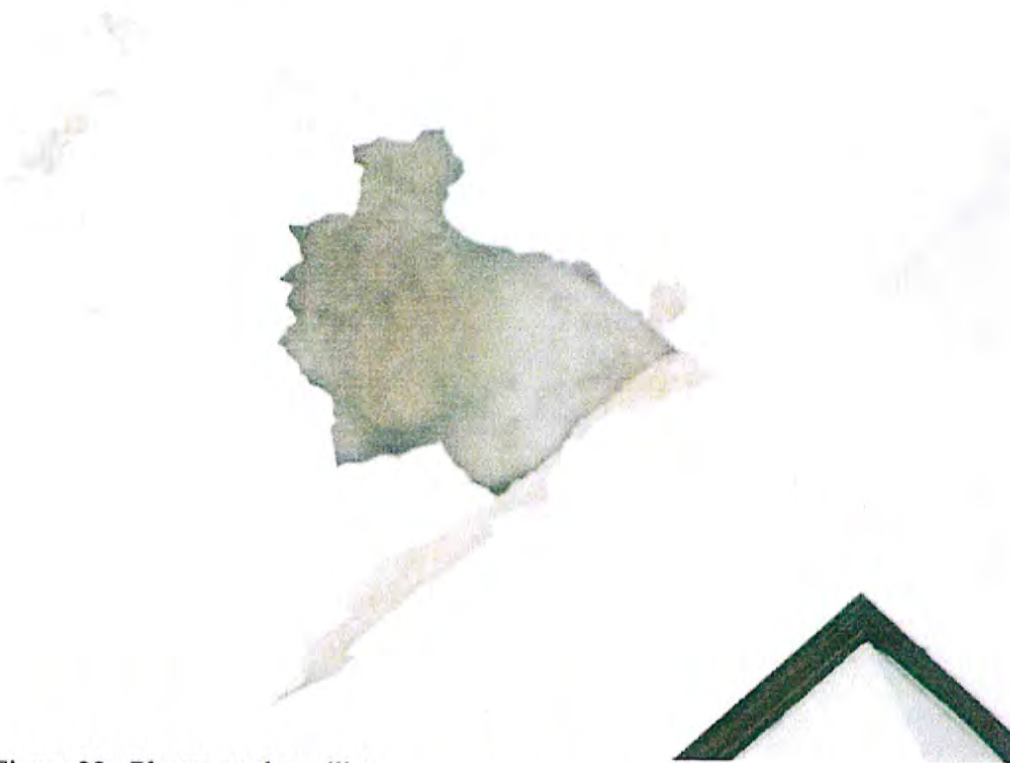


Figure 22a-Plaster on the ceiling

Although the roof was replaced in 2003, long-term water damage has caused severe damage to the ceiling and wall plastering on both levels.



Figure 22b-Plaster on the ceiling

Plaster on ceiling and columns show deficiencies. Sometimes, plasters falls on patrons while in the library reading a book.

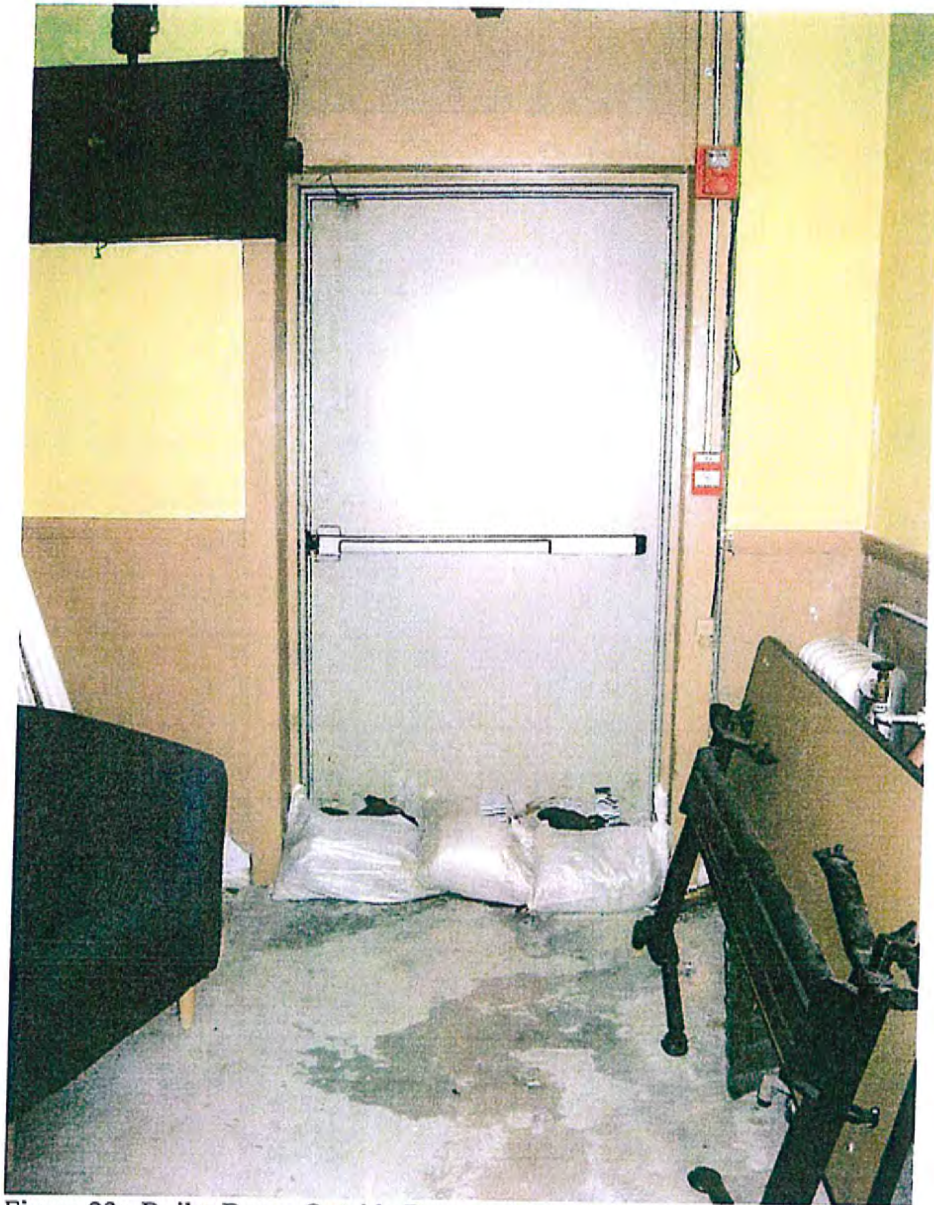


Figure 23a-Boiler Room Outside Door and Sandbags

This room continually flood when it rains hard. Sandbags are needed for flooding.

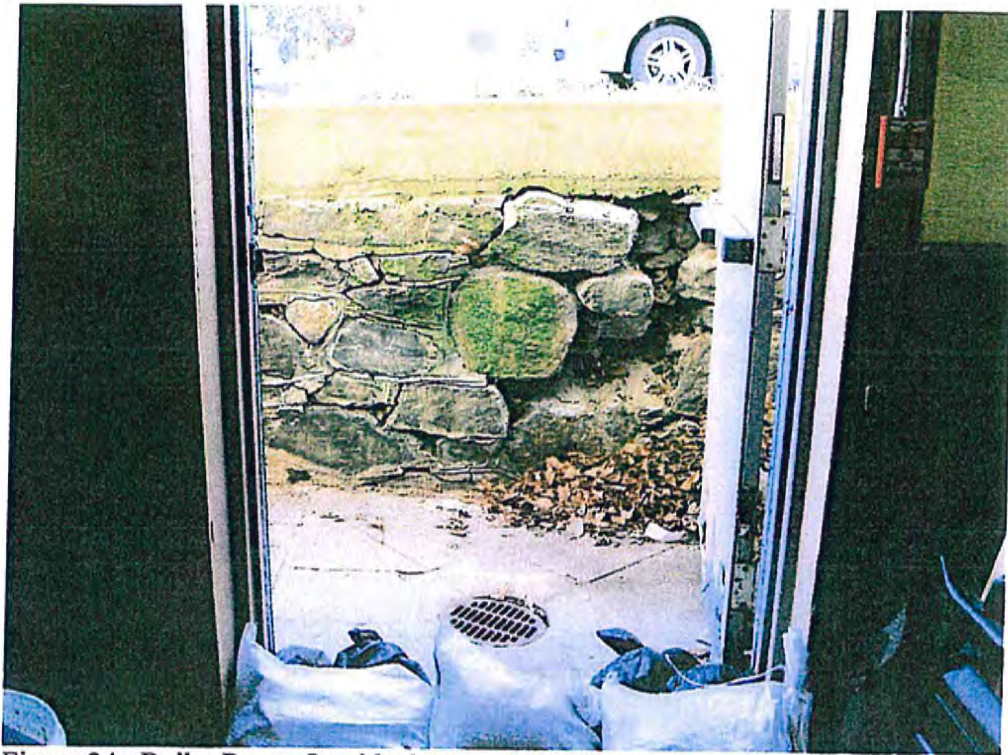


Figure 24a-Boiler Room Outside door open and Broken Stone Wall

The extremely small drain pipes constantly are clogged with rocks/sand from the stone wall which causes flooding.



Figure 24b-Broken Stone Wall/Drain

Different view of stone wall and small drain pipe which causes flooding.



Figure 24- Children's program held outside

The children's program was held outside because we didn't have enough space to hold it inside. In case of bad weather, the program would have been cancelled.

F. Timeline

This project will take 10 months to prepare working drawings and 18 months from the start of construction to completion. Attach detailed timeline, if available.

Section 1: Project Information, cont.

G. Architect and Owner's Project Manager (OPM) Information

1. Architect:

Kenneth C. Best
Project Architect
Drummey Rosane Anderson Inc.
141 Herrick Rd

Newton Centre, MA 02459
Architectural Firm and Address

617-964-1700/ 860-687-1850
Telephone Number

best@draws.com
Email Address

www.DRAarchitects.com
Web Address

Date of Hire 8/10/08

2. Owner's Project Manager (OPM)

Robert H. White
OPM
Daedalus Projects Incorporated

112 South St

Boston, MA 02111
OPM Firm and Address

617-451-2717/ 617-571-8897
Telephone Number

rwhite@dpi-boston.com
Email Address

www.daedalusprojects.com
Web Address

Date of Hire 2/4/08

SECTION 2

PROJECT DESCRIPTION

Section 2: Project Description

A. Planning Process and Participation

- 1) Describe the steps you have taken to plan for an improved library facility. How did the Library and the Town decide that this project is necessary?

The building condition of the present Chester C. Corbin Library made the decision to start a building project necessary. When the MBLC Planning and Design Construction grant was announced, it was logical to begin the process. The previous Director, Joseph Rodio, applied for the grant, which was received in the amount of \$20,000. The Library used the funds to complete the building program in 2006 by Aaron Cohen & Associates and to hire an Owner's Project Manager-OPM, Robert White of Daedalus and an architect, Kenneth Best of Drummey Rosane Anderson Inc. The existing building's condition and limitations made the need for a new library a necessity: including lack of space in Children's and Young Adult, outdated electrical system, physical deterioration, plumbing problems, insufficient lighting, inaccessibility, high noise levels, and high energy costs.

Section 2: Project Description

A. Planning Process and Participation

- 2) What individuals and groups were involved in the planning process and what were their roles? Describe community support and municipal involvement.
 - The Library Director, Board of Trustees, and Building Committee were involved in the planning process. The role of the Director was to oversee all meetings and begin the planning. The Board of Trustees and Building Committee were to help with creating the Library Building Program. Aaron Cohen & Associates were hired to help write this building program from the very beginning
 - Members of the Library Needs Study Committee who dealt with Aaron Cohen & Associates include: Former Director-Joseph Rodio, Library Needs Study Committee: Joan Czechowski, Debbie Keefe, Paul Macek, Carla Manzi Ostrokolowicz, and Jean Travis. /Members of library Staff- Lee Ann Amend-Adult Services Librarian, James Chauvin-DPW Staff custodian, and Dorothy Morse-Children's Librarian
 - Members of the Building Committee 2006 include: Former Director-Lee Ann Amend, Sue Ann Canty-Chair, Paul Macek- Vice Chair, Ray Houle, Jean Travis-Trustee, Sue Gustafson, Kevin Esposito, and Mary Chabot
 - Present Building Committee includes: Director-Carrie Grimshaw, Sue Ann Canty-Chair, Jean Travis- Trustee Chair; Kevin Esposito, Mary Chabot, and Dick Cazeault- Trustee
 - The community support and municipal involvement has been positive. At Town Meeting in May 11, 2009, the library received permission from the Town to 'approve applying for, accepting and expending State Grant for Library Construction'.
 - The Town Administrator has attended several of our meetings and supports the revitalization efforts of the town.
 - The Board of Selectmen has been supportive. They have approved the MHC agreement which states that if the library project goes through and if we get the MBLC Grant then we must document with pictures before demolition and create a small display in new Children's Room.
 - The Library has a petition that has been sign by 500 residents in the community who support the library building project.

Section 2: Project Description

A. Planning Process and Participation

- 3) What methods were used to develop your Library Building Program? Who or what groups were involved in writing the actual Program? (Involvement could come from a variety of sources like trustees, consultants, residents, patrons and building committee.) How were they involved? When was the Program written? If it has been revised or updated how has the Program changed? What other written reports or studies have been done?

Individuals/groups involved:

Former Director-Joseph Rodio

Library Needs Study Committee: Joan Czechowski, Deborah Keefe, Paul Macek, Carla Manzi Ostrokolowicz, and Jean Travis

Library Staff- Lee Ann Amend-Adult Services Librarian, James Chauvin -DPW Staff Custodian, and Dorothy Morse-Children's Librarian.

Consultant: Aaron Cohen & Associates - Building Program 2006

Former Director-Lee Ann Amend

Current Building Committee- Sue Ann Canty-Chair, Jean Travis- Trustee Chair;

Kevin Esposito, Mary Chabot, and Richard Cazeault- Trustee

Current Director-Carrie Grimshaw

Timeline:

- a. April 2005 – Prepared Request for Proposal to hire a Library Building Consultant; mailed RFP to qualified consultants from MBLC-provided list; worked with Library Trustees to discuss names for Library Needs Study Committee; submitted initial Request for Payment to MBLC.
- b. May 2005 – Received consultant proposals from Nolan Lushington Associates and Aaron Cohen & Associates; Trustees appointed six members to Library Needs Study Committee (LNSC), plus Library Director.
- c. June 2005 –LNSC meets on June 9 to tour building & review needs; LNSC begins review of consultant proposals; Consultants are telephoned with questions; LNSC meets again June 30 to discuss proposals.
- d. July 2005 –LNSC meets July 7 and votes unanimously to recommend Aaron Cohen & Associates to Library Trustees; Trustees meet July 12 and vote unanimously to hire Aaron Cohen & Associates; Trustees vote to make Library Director voting member of LNSC.
- e. August 2005 – Library Director provides information to Aaron Cohen & Associates on library and community; Aaron Cohen visits library on August 11 for full day of meetings with LNSC, Library Trustees, and Library Director; First draft of library building program is presented by Aaron Cohen & Associates
- f. September 2005 – Library staff review library building program and begin compiling notes & comments for consultant; 2 staff retirements slow progress; Library has not yet received initial payment of funds.
- g. October 2005 – Comments/Suggestions for first draft are returned to Aaron Cohen & Associates; second draft, dated 10/24/05 arrives and is distributed to key staff and LNSC.

- h. November 2005 – Initial payment of \$18,000 is received by Town Treasurer on 11/1/05; LNSC and staff review second draft of building plan and begin compiling/comparing notes and suggestions; Library Director meets with Patience Jackson on 11/22/05 to discuss progress.
- i. December 2005 – Notes for revision are returned to the consultants; Third draft of building program is received dated 12/16/2005 and distributed (\$13.42 spent on postage); Library Director conducts extensive local search for building blueprints with no positive results; LNSC agrees to break until after the holidays to discuss latest draft.
- j. January 2006 – The LNSC and library staff submit six pages of comments and revisions to consultants for editing of building program; the LNSC and Trustees plan a public forum for February to present the latest draft of the building program and to solicit public input.
- k. February 2006 – Latest draft is received dated 1/30/2006; LNSC meets jointly with Library Trustees to discuss building plan; LNSC approves latest draft and submits it to Trustees. A public forum is held on Feb. 7th to present plans and solicit input; public responds warmly to increased services and improved facility but sentiment is expressed to keep the current building and renovate/expand; positive articles in local papers regarding forum; Invoice for \$6,600 received from consultants.
- l. March 2006 – At their March 7th meeting, the Board of Trustees discusses and approves the latest draft of building program with minor changes to be made based on comments from public forum (2/7/06) and further feedback from staff. These notes are passed along to consultants. A revised “final” draft is received dated March 20, 2006.
- m. April 2006 – A copy of the building program is sent to Patience Jackson at the MBLC for any comments, no reply is received; the Library Trustees consider adding new members to the LMSC to replace those who could not/did not actively participate in the first phase of the project.
- n. May 2006 – The second Request for Payment form is submitted to the MBLC on May 23rd.
- o. July 2008- Interviewing and bidding process for OPM and Architect
- p. Sept 2008-OPM and Architect were hired by Board of Trustees, Building Committee, and Former Director Lee Ann Amend.
- q. Nov 2008-May 2009- Current Director-Carrie Grimshaw along with the Building Committee were involved with design planning. Designs have minor changes than the Building Project because of different director’s vision. For example, the children’s area will not have a stove or refrigerator like originally discussed in 2006.
- r. May 2009- The community support and municipal involvement has been positive. At Town Meeting on May 11, 2009, the library received permission from the Town to ‘approve applying for, accepting and expending State Grant for Library Construction’.

Section 2: Project Description

A. Planning Process and Participation

- 4) Describe how community input was solicited and used in writing the Building Program, including library consultants, if any were involved
 - Community input was solicited by having community workshops where Owner's Project Manager and Architect gave presentations.
 - Open building committee meetings and poster displays of designs in the library
 - Library Consultants Include: Aaron Cohen & Associates-Building Program 2006, Robert White of Daedalus and an architect, Kenneth Best of Drummey Rosane Anderson Inc.
 - Surveys were provided at the library (Example question: where would you prefer the library to be located? Most patrons said the same location would be the best)
 - A public forum is held on Feb. 7th, 2006 to present plans and solicit input; public responds warmly to increased services and improved facility but sentiment is expressed to keep the current building and renovate/expand; positive articles in local papers regarding forum;
 - A petition at the library with 500 signatures in support of the project.
 - Newspaper Articles in Webster Times, Telegram and Gazette. "With downtown revitalization high on the list of priorities for town officials, the Chester C. Corbin Public Library Board of Trustees continues to push the process of updating the Lake Street Facility." Webster Times 10/22/10 (See article in appendix)
 - The activities of the Committee were regularly reported at the Annual Town meeting and Town Annual Report
 - Reports were made at Board of Selectmen's Meetings that were televised on the Local Access Channel.
 - At Town Meeting on May 11, 2009, the Library received permission from the Town to 'approve applying for, accepting and expending State Grant for Library Construction'.

Section 2: Project Description

B. Site Investigation

- 1) How many sites were investigated? Why was this site chosen? Has this site been used in the past?

The site for the new library occupies the same site as the current building. There were preliminary discussions of other possible locations but none provided the benefits of the current site. The downtown location, adjacent to the Town Hall, proposed senior housing and the Town's war memorials is highly visible. It is surrounded by residential properties in easy walking or cycling distance to the library. The downtown area has many vacant storefronts, but there are pockets of revitalization. In community forums, it was very clear that residents wanted the location to remain, and that the building should support the revitalization of the town center.

Section 2: Project Description

B. Site Investigation

- 2) Describe the site, its general characteristics and its relationship to other municipal facilities, commercial or educational facilities, transportation, etc. If the project will be an addition to an existing building, discuss how this decision was made. Include pictures of the site, if they would be helpful in understanding it.

The proposed site is slightly larger than that of the current library. It is surrounded to the south and east by residential scale buildings. To the west of the new south driveway is the old High School that is physically connected to the rear of the Town Hall (directly west of the library). The old High School is the location of the proposed senior housing. The war memorials are sited on a town green framed by the library, senior housing and Town hall. There are six schools in Webster; three public and three parochial schools respectively. All schools within easy distance to the current/proposed location of library. There is a bus route that stops at the town hall which is next to the library.

The library will front on Lake Street that slopes up away from the town center. The library site follows the same slope at the street but also slopes from a low point in the north-west corner to a high point on the south east corner. The west side of the library site is relatively flat.

Section 2: Project Description

B. Site Investigation

- 3) Does the site provide adequate space for the facility and for future expansion?

Due to the urban environment the site is restrictive. Its location next to the town green will achieve the feel of a much larger site, and will prevent any new construction on the west side. The library site was expanded slightly to the west to increase parking and the footprint of the new building. There is some expansion space available on the basement level that is provided with elevator and stair access and is equipped with windows. However, if a sizable expansion of public space is required adjacent property will need to be acquired.

Section 2: Project Description

B. Site Investigation

- 4) Describe how physically visible and prominent the proposed building will be within the library's service area.

The library is situated in the heart of the residential district in the town. Its location adjacent to the traffic lights between Lake and Main Street, a busy intersection in the center of town will provide it with prominence in the community. These streets are constantly being used by vehicles and pedestrians. Most residents are familiar with the location of the current library and this familiarity will transfer to the new building. The style of the new building is intended to be distinctive to draw interest from passersby. Large windows into the Children's and Young Adult Areas that face the intersection will provide a glimpse into what the library has to offer. The kinetic energy of exterior banners on the building will provide an active demonstration of the interior activity of the building.

Section 2: Project Description

B. Site Investigation

- 5) Indicate if the project meets the municipality's zoning requirements for the site, including setbacks from the property lines, building height and other elements that impact the design.

The library and site design was presented to the Planning Board for review and comment on April 6, 2009. A formal application will occur upon completion of the Design Development Phase. In the initial review the comments received were all favorable and encouraging. The zoning bylaws have been met for this project (see parking item 6.).

Section 2: Project Description

B. Site Investigation

- 6) Discuss the project's plan for parking capacity and configuration. Indicate if the municipality's planning department or planning board has approved this plan, and provide documentation.

The proposed plan provides 39 parking spaces. The zoning regulations state that parking shall be adequate for the intended use. MBLC guidelines recommending one space per 400SF, but, with consideration of on-street parking the guideline can be met. The project will be seeking LEED certification, and under the program projects are encouraged to reduce parking to below zoning requirements. As stated in 5 above, the Planning Board provided positive support for the proposed design and parking approach.

Section 2: Project Description

B. Site Investigation

- 7) Summarize the results of the geotechnical report, any soil borings, perk tests (if no sewers) and topographic surveys. Topics should include such issues as soil properties; unstable slopes; tunnels and/or mine shafts; seismic issues; ground water conditions; wetlands or proximity to wetlands or bodies of water; location of bedrock; pollution issues. Attach a copy of the geotechnical report in Section 5 of the application.

The investigation of the site has confirmed that the site is suited to the construction of a new library. The current building is located within the footprint of the proposed building and was built with spread footing, as were surrounding buildings. It shows no sign uneven or excessive settlement. The subsurface conditions noted in the geotechnical report confirm that the soils have good bearing capacity and will limit settlement to ½ inch. However, large boulders were discovered in relatively large quantities. These will need to be removed, and in some cases broken prior to removal, and may result in the need for additional structural fill under footings, and may cause utility trenches to be excavated larger than is normal to remove the stones. The report also mentions that ground water was not encountered but warned against perched water and suggested that the basement be protected against water infiltration. Seismic recommendations are also given in the report and it is noted that the soils are not subject to liquefaction. In general the subsurface conditions are favorable for the proposed construction.

Section 2: Project Description, cont.

B. Site Investigation

- 8) Will any of the conditions add significantly to the cost of developing the site or negatively impact the use of the site for a public library building?

There are no factors that would negatively impact the use of the site for a public library. In the past there have been issues with storm water back-ups into the current building. These have been resolved but in the design of the building all public space was kept close to ground level. There is a partial basement which will be waterproofed to prevent similar occurrences. In addition the design will reduce storm water runoff through vegetated roofs and on-site storm water retention.

Section 2: Project Description, cont.

B. Site Investigation

- 9) If this project is dealing with an existing building, what is the date of the most recent asbestos survey? How will the removal of asbestos impact the cost of the project? Include a copy of the asbestos survey, if any, in the appendix.

The existing building will be demolished. A full asbestos abatement survey has been completed on the structure by Fuss and O'Neill and is dated March 24, 2009. It is included in the appendix. The cost of abatement was estimated at \$40,000.

Section 2: Project Description

C. Building Program and Its Relationship to Project

- 1) How was the Library Building Program used in the design of the proposed project?

The library building program was used to define the area requirements for each individual space together with the furnishing required for the spaces. For collection size it included the linear feet of shelving verses the volume count. The architect's drawings reflect the required length of shelving but he developed the actual volume counts from these lengths to reflect proposed volumes. In the course of the design work the Trustees, Director and staff participated in the development and organization of spaces to reflect criteria that was not included in the program such as how spaces will be used, and staff control of areas. This was particularly important as the program presents a statement of facts without a connection to how the Webster community will use the facility. The vision of the Director and Trustees was incorporated into the design through a process of refinement achieved through multiple presentations of the progress of the work and the sharing of ideas and desires.

Section 2: Project Description

C. Building Program and Its Relationship to Project

- 2) Compare the space allocations from your Library Building Program to those in your plans. Explain any significant differences. If there are areas of the proposed library described in the Library Building Program and/or in the Schematic Design that are larger or smaller than accepted library building guidelines and standard, explain the rationale for their size.

As result of meetings with the Trustees and library staff during the design of the project some changes were made to better reflect how the library is currently being used. In addition some spaces have been slightly adjusted to accommodate required furnishing, resulting in some spaces being slightly larger and some slightly smaller than the areas mentioned in the program. In general additional space was added to public areas. Some spaces were added when they were not mentioned in the program: A conference room was desired to accommodate groups that were too small to use the large meeting room, whereas as a workroom (J30) was believed to be unnecessary. This can easily be reversed if a workroom is found to be necessary. In the children's room a "quiet room" was added. This is intended as a space where, for example, a parent can take a child that is having a tantrum, or to feed an infant. A lobby space that can double as a small gallery was added as an entry point to the large meeting room. One area where a reduction was made was to combine the use of the large meeting room with the children's room storytelling area. This was accomplished by adding a folding partition through the center of the meeting room, allowing two separate functions to occur simultaneously. With the storytelling a separate space was added to house storage cabinets and a sink in support of storytelling/craft activities and to offset the reduction in the children's workroom area. The Basement area was expanded to allow for added storage and to provide a large public space that can be used for the Friends book sales.

Section 2: Project Description

C. Building Program and Its Relationship to Project

- 3) Document that the proposed library building provides adequate space for the provision of library services within the applicant's municipality. Make reference to your Library Building Program and your Long Range Plan as appropriate.

The library building was erected in 1921 when Webster's population was 13,258. By 2000, the population grew to 16,415 and by 2025 it is projected to be 18,752. The building, constructed of beige brick with granite trimmings, contains approximately 7,400 gross square feet. Since it is virtually unchanged since its construction, it cannot handle modern library service and technologies. The electrical systems and user spaces need substantial reorganized for services that include computers and networking. The building needs more young adult, children, and meeting room space, accessible collections and larger staff area. It is necessary build a new library so that it will meet the needs of the future.

The idea is to create a larger building that is arranged differently but much more efficiently than the present one; a building that will house "more than just a library." Containing 21,371 gross square feet, this building will satisfy reorganized and streamlined operations and encourage public use of traditional and innovative services far into the century. As compared to the existing building, the benefits of this structure include:

- More client/user spaces in terms of seating, interactive computers, meeting and programming space.
- More accessible collection and display space for materials.
- More staff support space, especially as it directly relates to client services.
- Efficient spatial organization to enable more effective operations.
- A building infrastructure that can change as modern library services change.

Major elements of library services in the expanded or new building are as follows:

Collection – The size of the collection will be based on collection development needs. Shelving in the public areas will be increased from 3,129 linear feet to 6,736 linear feet over the next twenty years. In tandem with regular weeding, the increases will enable much better access to the collection than is the case right now. Changes in collection areas such as Reference and Periodicals also are predicated upon weeding outdated materials and/or replacing them with electronic media and online services. In addition, historic materials must be cared for and stored properly (Humidity and Temperature Control). Electronic media and online services will be expanded throughout the library with wireless networking in the reading and reference rooms.

Seating – There will be a significant overall increase in the number of user seats - from 24 to 119 reader seats, from 7 to 19 equipment seats/stations. In addition, the library will feature 8 group seats in each of two Group Study rooms and 150 seats in a Meeting Room. These seats do not exist presently. These increases are a response to the public's demand for more seats in the library as well as pressure to deliver more educational and cultural activities.

Service Delivery – The service desks must be improved for efficient customer service. The circulation service desk (circ/self-checkout desk) will be integrated into the building entrance to provide easy check-in and check-out of library materials. The library will provide more clusters of furniture/computer workstations, arrays of information databases, help and tutorial systems, network services, and wireless services.

Technology - Expanding technology without electrical power limits the library's delivery of 21st century services. It also limits patrons' abilities to use information tools such as laptops and wireless networking. The building will be able to handle network computing. It also will have the ability to provide cultural programs with media support. The patrons without a PC at home will cross the digital divide and use the facility's computers for homework and online research and to connect with family and friends.

Training, Meetings, Story Hour - To update the public's and staff's information skills in an ongoing manner, the space at the new library building is allocated in the form of rooms for homework projects, group training, etc. In the computer training room, staff will be able to provide formal instruction on how to use various types of software and how to find specific types of information. The large meeting room can be divided into smaller rooms and have distance learning and video conferencing capabilities. Internet access and collaboration study spaces will be integrated to support homework and tutoring. Children's Services will contain a Story Hour Room that has the ability to expand when a very popular program takes place.

Please note that many patrons prefer and will continue to prefer print materials for the foreseeable future. Therefore, a collection balance is required. The print collection tends to be eminently portable. Print materials, however, require efficient processing within the building to keep staff costs to a minimum. Eventually, users will be able to search, browse, read, listen or view any content from a digital tablet/desktop docking system. Computers will allow plug-ins for little portable devices and, with a flick of a switch, be able to either download or receive online the same material from a web-site accessible via the network. The demand for small, portable Jump drives, IPOD's and MP3 players illustrates that digital materials impact library collection delivery. The audio/video collections are some of the most popular resources at the library. Chester C. Corbin's patrons want CD's and DVD movies as well as books and periodicals.

Obviously, these innovations will have a major impact on the services housed in the limited existing structure, where rows and rows of book stacks are no longer deemed accessible. People want to browse information. The library will support programs for a wide variety of groups within the community. The future building will be connected to cultural activities, book clubs, and do-it-yourself related materials. Reader's advisory services and a homework center will support the community with focused resources.

The future library will support laptops and/or flexible digital devices. Although standard PC's are currently located in the facility for patrons and staff, laptops and smaller digital tools will allow flexible seating in public areas.

Section 2: Project Description

D. Discussion of Project Design

- 1) Summarize the functional relationships between areas and discuss how these will result in improved services.

The first floor of the proposed building is divided into three distinct areas; Meeting Rooms; high use adult materials including new materials and audio visual items; the Children's room; and staff areas. The meeting room area is for use both during and after normal library hours and is divisible into two separate spaces with an electric, acoustical folding partition. Toilet rooms, kitchenette and storage areas are available for the meeting room. The meeting room is adjacent to the Children's room to allow for use for children's activities such as regular storytelling activities and larger gatherings or performances. The Children's room is intentionally located on the first floor to ease access for parents with strollers and small children. Noise from children will not significantly impact the other activities on the first floor. New materials and audio visual items are high turn-over in Webster. The location on the first floor provides convenience for the patrons who may only want to stop in briefly to pickup an item. The centralized staff area; circulation and workroom, and children's workroom provide visual control over the public spaces and allows for efficient processing of materials. For security reasons patrons will have to pass through the first floor area in front of the circulation desk whether they are going to or from the Second floor.

The second floor is accessed via the main entrance stair and elevator and will house the main adult collection. The centralized reference/information desk supported by the reference office has good control over all areas and is convenient for patrons needing help. There are a number of different seating areas to suit patron needs for studying, reading, and computer uses associated with the various collections. In addition quiet study rooms are available for those whose needs cannot be met in the open areas. The young adult room is located adjacent to the reference area to support study activities. The separate area is easily monitored by the reference desk yet is enclosed enough to provide a unique identity for the users. The outdoor terrace will be used for special events, fundraising activities, or by small groups during good weather, but is not intended for daily use of library patrons.

Section 2: Project Description

D. Discussion of Project Design

- 2) Summarize space allocations by area and for the total project.

See the space allocation charts on pages 21-22.

CHESTER C. CORBIN LIBRARY
WEBSTER MA
AREA TABULATIONS 1-20-11

Rm#	Room	Program SF	%	Scheme 1				
	Assigned Space			Basement	1st Floor	2nd Floor	TOTALS	%
A1	Vestibule (North)	300			350			
B2	Circulation Desk	500			500			
B3	Copier Alcove	150				71		
B4	Circulation Office	275			220			
B5	Book Drop Room	100			54			
B6	Tech Services	340			272			
C7	Popular Library	1200			1401			
D8	Young Adult	725				864		
E9	Periodicals	420				560		
F10	Ref Desk	212				220		
F11	eCommons	360				360		
F12	Reference	630				722		
F13	Local History	590				445		
F14	Ref Workroom	195				244		
G15	General Collection	2200				2772		
G16	Study Rooms (2)	240				174		
G17	Quiet Reading	440				358		
	Conference Room	0				204		
H18	Children's Desk	260			260			
H19	Preschool	930			1000			
H20	Child. Computers	220			245			
H21	Storytelling	350						
	Crafts Room	0			95			
H22	Galley Kitchen	40			0			
H23	Children's Collection	1100			1233			
H24	Parenting Area	200			200			
	Quiet Room	0			42			
H25	Child. Workroom	150			125			
I 26	Meeting Room	1500			1297			
	Gallery	0			594			
I 27	Storage Room	120			92			
I 28	Galley Kitchen	40			79			
J29	Director	150				189		
J30	Workroom	200				0		
	Conference room	0				204		
J31	Computer Room	80				84		
K32	Storage/Sorting	180			65			
	Friends Book Sale	0		1455				
L33	Supplies Storage	200		573		154		
L34	Custodian	175			70	116		
	Blank							
L36	Staff Lounge	180				287		
	Sub-Total (Net)	14952	74%	2028	8194	8028	18250	80%
	Unassigned Space							
	Mechanical	1500		432				
	Electrical	200		144				

CHESTER C. CORBIN LIBRARY
WEBSTER MA
AREA TABULATIONS 1-20-11

Sprinkler	150		150				
Elevator & Lobby	300		323	124	52		
Stairs/Vestibule North			100		292		
Basement Stairs				91			
Vestibule South				461			
Hall				80			
Water Cooler Alcove				56			
Stairs South				232	233		
	1200						
Restrooms	500			267	164		
Other	1500		225				
Sub-Total (Net)	5350	26%	1374	1311	741	3426	15%
Gross Area from plans			3532	9873	9496	22901	100%
Total (Net)	20302	100%	3402	9505	8769	21676	
Floor Area Difference							
Program Total	21371					21676	

Section 2: Project Description

D. Discussion of Project Design

- 3) Identify measures or standards used to support your space needs projections, etc.

Standards used to support the space needs for the public library in the Town of Webster were Wisconsin Space Needs Standards. In 2006, Aaron Cohen Associates used these standards along with MBLC recommendations to create the program. Also, Cohen Associates spoke with library staff, trustees to create the program.

Moreover, there have been three different directors, different trustees, and a Recession throughout the project. This led to shifts in the mission statement of the library which explains any changes from the library program to the library designs.

Section 2: Project Description

D. Discussion of Project Design

- 4) Explain how the design solves accessibility issues including public entrances.

The entrance from Lake Street is accessed by either a straight sidewalk with steps or by a curving accessible walk higher up the slope of the street without steps. This walk provides direct access into the lobby. From the lobby patrons may access the floors by either the main stair or the elevator. The elevator will always stop and opens its doors at the first floor. From the accessible spaces in the parking lot there is direct access to the First Floor. Once in the building all areas will be fully accessible for persons with disabilities.

Section 2: Project Description

D. Discussion of Project Design

- 5) Discuss how the design responds to current and future needs for collections, services and programs in your community.

The proposed new library will offer a completely new and much needed revised floor plan. The present library is three levels and not handicapped accessible and cannot be renovated to such standards. The new library will be completely handicapped accessible in all areas.

Some areas of improvement will be: More patron space, accessibility, computers, improved services for patrons and staff, efficient layout, study areas, and flexibility for the future.

The town of Webster needs a new library. The town is working hard to revitalize Main Street and the library will be a part of that revitalization. The location of the library is key. The library needs to be located near Main Street to meet the demand of the community. Many residents walk to the library and the need is very great for free services in this Town. Webster deserves a new library which will be modern, well functioning, and will accommodate the needs of all.

Section 2: Project Description

D. Discussion of Project Design

- 6) Explain how the project's design will impact current staffing levels, and how the library will accommodate potentially increased staffing needs that result from an improved/expanded building.

The project was designed with current staff levels in mind. During the planning process, it was decided that the project design would be designed for the current staff levels. There was a conscious effort made to do this so that the library would not need to burden the town or tax payers for more money. Therefore, the circulation desks on both floors will be located in the center of area. This will give the staff member /librarian an optimal visual point which will enable them to be a focal part of the floor.

We realize that once the library is built and open, the library will experience increased activity. The Library will not hire any additional staff but will use a self check out terminal. The Library plans to use a self check out terminal at each circulation desk on both floors. Self check out is easy to use for both staff and patrons. It will also save the library money in the long run. Also, our neighboring town/library has used self check out with their new building project and it has been extremely successful.

Section 2: Project Description, cont.

E. Sustainable Features

- 1) How has the library worked with its community, staff, OPM and architect to integrate sustainable design features into the planning process and design?

Throughout the design process meetings have been held to seek input from the community regarding the design of the project. At those times there was some review of strategies that may be adopted to integrate sustainable features into the design. There was consensus supporting green strategies and a LEED certification. The majority of the green strategies arose out of meetings with the architect, landscape architect and OPM during the course of reviewing the LEED checklist early in the project's design. Each item was discussed, reviewing requirements, appropriateness for the design, comparative costs and overall benefit to the library and its users. The architect also reviewed these with the project engineers and the cost estimator reinforcing the choices for the strategies. As the project proceeds into the design development phase multiple meeting will be held with the building committee, trustees, architects, engineers and interested patrons, to further refine and enhance the strategies and as computer modeling reports are made available.

Section 2: Project Description, cont.

E. Sustainable Features

- 2) Beyond the LEED prerequisites, discuss how the project will limit the building's impact on the environment?

Beyond the LEED prerequisites, discuss how the project will limit the building's impact on the environment? The reduced impact on the environment will be substantial with the selected strategies, and each of these will be further refined as the project proceeds into the design development phase. In general, the following lists the main strategies that will be incorporated:

Day-lighting (solar harvesting) will be used to illuminate interior spaces in lieu of fluorescent lighting.

A vegetated roof will be used to reduce rainwater run-off minimizing the impact on town's storm water system.

Use of light colored building materials and parking lot to reduce the heat island effect. Both the vegetated roof and light colored materials will also reduce the temperature of the microclimate of the building and surroundings and result in some reduction in air conditioning load.

Patrons and staff will be encouraged to use low-emitting and fuel efficient vehicles.

Plumbing fixtures and faucets will be selected to reduce water use and to minimize the impact on the town's sewer system that the new larger building would have had.

The design will emphasize energy efficiency in the use of gas and electricity. High efficiency equipment, pumps, motors and lighting will be used to reduce energy use. Measures (commissioning, measurement and verification) will be taken to ensure that optimal performance of the systems will be obtained

Wherever possible portions of the existing building will be reused or recycled minimizing the impact on local landfills. This will include the boiler, elevator, air-conditioning system that are relatively new and can be used for the library or other town projects.

Construction materials will be from local sources and will recapture the embodied energy of recycled materials

The use of carbon dioxide sensors in ductwork will customize the need for ventilation based upon the actual needs of the users.

The interior environment for the library will be high quality. The numerous windows will provide natural light and views to the building users. Materials will be selected to minimize off-gassing resulting in higher quality indoor air. Staff and patrons will be provided with a means to adjust their individual environment within the building; controls will be provided for lighting, temperature and ventilation.

As the project progresses this list will be refined and expanded to have an even greater positive impact on the environment.

Section 2: Project Description, cont.

E. Sustainable Features

- 3) Discuss the impact of the green features on the project's budget.

Many of the strategies to be incorporated for LEED are considered "best practices" and would be included even if LEED was not being pursued and will therefore not add to the project's anticipated cost. "Best practices" tend to exceed requirements of building codes and therefore exceed baseline construction cost. The emphasis for strategy selection has and will be placed in the speed at which benefits can be realized compared to the initial capital cost of the selection. The financial benefits will be seen as a long term reduction in the operating cost of the building. For example, the use of day-lighting to illuminate the building's interiors will require the added capital cost of roof monitors and light shelves at windows, but will result in the reduction in electricity use of fluorescent lighting during the day. The savings from this reduction will be significant over the life of the building.

Section 2: Project Description, cont.

E. Sustainable Features

- 4) What additional funding sources will the library seek for building, operating and maintaining these sustainable features integrated into its design and construction?

It is the intention of the library trustees to obtain professional assistance for fundraising for the project. It is hoped that in addition to library patrons and local businesses the fundraising consultant will be able to seek out grants to support the green initiatives. The trustees are committed to the establishment of an endowment fund to support the operating costs of the library which will include maintenance of technology incorporated for the green initiatives. This will also be supported by an expanded role for the Friends of the Library in fundraising. A large basement area, with full access for the public is available for functions and book sales.

Section 2: Project Description, cont.

E. Sustainable Features

- 5) Applicants applying for official LEED certification must fill out "LEED for New Construction and Major Renovation 2009 Project Scorecard" form which follows this page of the application.

The LEED Scorecard is attached on the following page.

Note: The Massachusetts Public Library Construction Program regulations, 605 CMR 6.00, provide for a Green Library Incentive of 2% - 3.5% or a minimum of \$100,000 to a maximum of \$500,000. To be eligible for this additional award, official LEED certification must be received from the US Green Building Council following the completion of construction. Documentation must be submitted to the MBLC to receive the Green Library Incentive.



LEED 2009 for New Construction and Major Renovations

Project Checklist

Webster Library Page 1 of 2

7 2 0

Sustainable Sites

Possible Points: 26

Y	?	N
Y		
	1	
		0
	1	
3		
1		
1		
1		
1		

Prereq 1	Construction Activity Pollution Prevention	
Credit 1	Site Selection	1
Credit 2	Development Density and Community Connectivity	5
Credit 3	Brownfield Redevelopment	1
Credit 4.1	Alternative Transportation—Public Transportation Access	6
Credit 4.2	Alternative Transportation—Bicycle Storage and Changing Rooms	1
Credit 4.3	Alternative Transportation—Low-Emitting and Fuel-Efficient Vehicles	3
Credit 4.4	Alternative Transportation—Parking Capacity	2
Credit 5.1	Site Development—Protect or Restore Habitat	1
Credit 5.2	Site Development—Maximize Open Space	1
Credit 6.1	Stormwater Design—Quantity Control	1
Credit 6.2	Stormwater Design—Quality Control	1
Credit 7.1	Heat Island Effect—Non-roof	1
Credit 7.2	Heat Island Effect—Roof	1
Credit 8	Light Pollution Reduction	1

5 0 0

Water Efficiency

Possible Points: 10

Y	?	N
2		
		0
3		

Prereq 1	Water Use Reduction—20% Reduction	
Credit 1	Water Efficient Landscaping	2 to 4
Credit 2	Innovative Wastewater Technologies	2
Credit 3	Water Use Reduction	2 to 4

19 2 0

Energy and Atmosphere

Possible Points: 35

Y	?	N
Y		
Y		
Y		
12		
	2	
2		
2		
3		
		0

Prereq 1	Fundamental Commissioning of Building Energy Systems	
Prereq 2	Minimum Energy Performance	0
Prereq 3	Fundamental Refrigerant Management	
Credit 1	Optimize Energy Performance	1 to 19
Credit 2	On-Site Renewable Energy	1 to 7
Credit 3	Enhanced Commissioning	2
Credit 4	Enhanced Refrigerant Management	2
Credit 5	Measurement and Verification	3
Credit 6	Green Power	2

6 4 0

Materials and Resources

Possible Points: 14

Y	?	N
		0
	1	
2		
	1	

Prereq 1	Storage and Collection of Recyclables	0
Credit 1.1	Building Reuse—Maintain Existing Walls, Floors, and Roof	1 to 3
Credit 1.2	Building Reuse—Maintain 50% of Interior Non-Structural Elements	1
Credit 2	Construction Waste Management	1 to 2
Credit 3	Materials Reuse	1 to 2

LEED 2009 for New Construction and Major Renovations

Webster Library Page 2 of 2.

Materials and Resources, Continued

Y	?	N			
2			Credit 4	Recycled Content	1 to 2
2			Credit 5	Regional Materials	1 to 2
	1		Credit 6	Rapidly Renewable Materials	1
	1		Credit 7	Certified Wood	1

15	0	0	Indoor Environmental	Possible Points: 15
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Y			Prereq 1	Minimum Indoor Air Quality Performance	0
Y			Prereq 2	Environmental Tobacco Smoke (ETS) Control	0
1			Credit 1	Outdoor Air Delivery Monitoring	1
1			Credit 2	Increased Ventilation	1
1			Credit 3.1	Construction IAQ Management Plan—During Construction	1
1			Credit 3.2	Construction IAQ Management Plan—Before Occupancy	1
1			Credit 4.1	Low-Emitting Materials—Adhesives and Sealants	1
1			Credit 4.2	Low-Emitting Materials—Paints and Coatings	1
1			Credit 4.3	Low-Emitting Materials—Flooring Systems	1
1			Credit 4.4	Low-Emitting Materials—Composite Wood and Agrifiber Products	1
1			Credit 5	Indoor Chemical and Pollutant Source Control	1
1			Credit 6.1	Controllability of Systems—Lighting	1
1			Credit 6.2	Controllability of Systems—Thermal Comfort	1
1			Credit 7.1	Thermal Comfort—Design	1
1			Credit 7.2	Thermal Comfort—Verification	1
1			Credit 8.1	Daylight and Views—Daylight	1
1			Credit 8.2	Daylight and Views—Views	1

3	3	0	Innovation and Design	Possible Points: 6
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1			Credit 1.1	Innovation in Design: Specific Title	1
1			Credit 1.2	Innovation in Design: Specific Title	1
	1		Credit 1.3	Innovation in Design: Specific Title	1
	1		Credit 1.4	Innovation in Design: Specific Title	1
	1		Credit 1.5	Innovation in Design: Specific Title	1
1			Credit 2	LEED Accredited Professional	1

0	0	0	Regional Priority Credits	Possible Points: 4
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			Credit 1.1	Regional Priority: Specific Credit	1
			Credit 1.2	Regional Priority: Specific Credit	1
			Credit 1.3	Regional Priority: Specific Credit	1
			Credit 1.4	Regional Priority: Specific Credit	1

55	11	0	Total	Possible Points: 110
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Certified 40 to 49 points Silver 50 to 59 points Gold 60 to 79 points Platinum 80 to 110

Section 2: Project Description, cont.

F. Existing Building and/or Historic Site

Please complete this section only if the project deals with an existing building and/or an historic site.

- 1) Is this building an historic building Y ☐ N X or does it sit on an historic site Y ☐ N X?
- 2) If the project involves an existing building, describe it in a short essay. Include date(s) of construction, maintenance issues, structural problems, water issues. What has already been done to maintain this building?

N/A

- 3) Describe any parts of this building that will be demolished.

The entire building will be demolished. This is necessary due to the insufficient space and electrical system which make it nearly impossible to keep up with modern times. The library program states:

"The library building was erected in 1921 when Webster's population was 13,258. By 2000, the population grew to 16,415 and by 2025 it is projected to be 18,752. The building, constructed of beige brick with granite trimmings, contains approximately 7,400 gross square feet. Since it is virtually unchanged since its construction, it cannot handle modern library service and technologies. Investment is required either to provide a renovation/new addition or replace it. The electrical systems and user spaces need substantial reorganized for services that include computers and networking. The building needs an adequate HVAC system, accessible collections and more user seating."

The only renovations to the library since 1921 were need- based which include: New Roof - 2003, law required elevator -1998 (which because of the building does not solve the library inaccessibility issues), and new heating system installed- 2007.

Following discussion the MHC, they have agreed that demolition is our best option. The MHC requests that the Library documents the old building with pictures, creates a display of the old building in the new building, preferably in the Children's area, and use original furnishings and some parts of the building for new building as we can.

Section 2: Project Description, cont.**F. Existing Building and/or Historic Site, cont.**

4) What issues in the existing building will be dealt with as part of the project? (Check all that apply.)

N/A

- | | |
|---|---|
| <input type="checkbox"/> Groundwater issues | <input type="checkbox"/> Handicapped access |
| <input type="checkbox"/> Drainage issues | <input type="checkbox"/> Wiring |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> Acoustics |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Plumbing/ restrooms |
| <input type="checkbox"/> Structural integrity | <input type="checkbox"/> HVAC System |
| <input type="checkbox"/> Self-supporting book stack | <input type="checkbox"/> Asbestos insulation |
| <input type="checkbox"/> Chimney(s) | <input type="checkbox"/> Asbestos flooring |
| <input type="checkbox"/> Exterior finish | <input type="checkbox"/> Lead Paint |
| <input type="checkbox"/> Exterior masonry: | <input type="checkbox"/> Calcimine paint |
| <input type="checkbox"/> Repointing | <input type="checkbox"/> Interior woodwork |
| <input type="checkbox"/> Replacement | <input type="checkbox"/> Dropped ceilings |
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Interior lighting |
| <input type="checkbox"/> Waterproofing | <input type="checkbox"/> Height of basement ceiling |
| <input type="checkbox"/> Exterior trim | <input type="checkbox"/> Decorative stained glass |
| <input type="checkbox"/> Exterior steps | <input type="checkbox"/> Interior traffic flow |
| <input type="checkbox"/> Exterior portico | <input type="checkbox"/> Personal safety |
| <input type="checkbox"/> Roof | <input type="checkbox"/> Meeting rooms |
| <input type="checkbox"/> Skylights | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Windows | <input type="checkbox"/> Energy efficiency |
| <input type="checkbox"/> Fire hazards | <input type="checkbox"/> Atrium |
| <input type="checkbox"/> Fire sprinklers | <input type="checkbox"/> Other (Please list) |
| <input type="checkbox"/> Fire egress | |

5) Have the items checked in Question 4 been included in the project budget? If not, why not?

N/A

6) What additional funding is being projected or sought for these preservation and maintenance issues?

N/A

**950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH
APPENDIX A
MASSACHUSETTS HISTORICAL COMMISSION
220 MORRISSEY BOULEVARD
BOSTON, MASS. 02125
617-727-8470, FAX: 617-727-5128**

PROJECT NOTIFICATION FORM

Project Name: Chester C. Corbin Library

Location / Address: 2 Lake Street

City / Town: Webster

Project Proponent

Name: Kenneth C. Best, AIA

Address: DRA Architects, Windsor Station, 35 Central Street,

City / Town / Zip / Telephone: Windsor, Connecticut, 06060. Tel: 860-687-1850. Cell: 860-221-9806

Agency license or funding for the project (list all licenses, permits, approvals, grants or other entitlements being sought from state and federal agencies).

Agency Name

Type of license or funding (specify)

Mass. Board of Library Commissioners

Library Construction Grant

Project Description (narrative):

The current library is poorly suited to meet the needs of the community. The plan is inflexible and incorporation of newer technologies is very difficult. The need is for an expanded library with the ability to incorporate change for at least twenty years. The proposed project includes the construction of a new 23,452 SF library on the current library site. The area is broken down as follows: Basement 3,530 SF; First Floor 10,256 SF and Second Floor 9,866 SF. There will be two entrances; one from Lake Street and one from the rear parking lot, both with on grade access for persons with physical disabilities. In order to accommodate the larger footprint the building will extend to the west of the current building as will the parking area to the rear.

The building is planned to be LEED certified.

Proposed materials for the building include polished concrete masonry units, precast concrete and zinc panels. Due to the site limitations for storm water management a vegetated roof is also included.

Does the project include demolition? If so, specify nature of demolition and describe the building(s) which are proposed for demolition.

The project includes the complete demolition of the current 1921 library building. There is insufficient land on the site for the expansion of the current building. The present library spaces occupy three levels with the children's area on the basement floor. An expansion of the current building, if land were available, would be inefficient and require a much larger footprint than the new building.

It is our plan to salvage portions of the current building and incorporate them into the new library.

Does the project include rehabilitation of any existing buildings? If so, specify nature of rehabilitation and describe the building(s) which are proposed for rehabilitation.

No.

Does the project include new construction? If so, describe (attach plans and elevations if necessary)

The plan is to construct a new building in the location of the current library. It will include two floors and a partial basement. The proposed library will more than double the floor area of the current building. Part of the intent of the new building is to help revitalize the center of town. There are many vacant storefronts and the significant increase in traffic to the library could have a very positive impact on the center.

The building is planned to be LEED certified.

Proposed materials for the building include polished concrete masonry units, precast concrete and stainless steel. Due to the site limitations for storm water management a vegetated roof is also included.

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH
APPENDIX A (continued)

To the best of your knowledge, are any historic or archaeological properties known to exist within the project's area of potential impact? If so, specify.

What is the total acreage of the project area? .88 acres

Woodland	_____ acres	Productive Resources:	
Wetland	_____ acres	Agriculture	_____ acres
Floodplain	_____ acres	Forestry	_____ acres
Open Space	_____ acres	Mining/extraction	_____ acres
Developed	<u>0.88</u> acres	Total Project Acreage	<u>0.88</u> acres

What is the acreage of the proposed new construction? 0.88 acres

What is the present land use of the project area?

Library and Parking

Please attach a copy of the section of USGS quadrangle map which clearly marks the project location.

This Project Notification Form has been submitted to the MHC in compliance with 950 CMR 71.00.

Signature of Person submitting this form: Kenneth C Best Date: _____

Name:

Kenneth C. Best

Address: DRA Architects 35 Central Street,

City/Town/Zip: Windsor, Connecticut, 06095

Telephone: 860-221-9806

REGULATORY AUTHORITY

950 CMR 71.00: M.G.L. c. 9, §§ 26-27C as amended by St. 1988, c. 254.

7/1/93 950 CMR – 276
[Inserted in MBLC Construction
Grant Application 10/10]



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Massachusetts Historical Commission

April 15, 2010

Kenneth C. Best, AIA
DRA Architects
Windsor Station
35 Central Street
Windsor, CT 06095

RE: Chester C. Corbin Library Demolition and New Construction, 2 Lake Street, Webster, MA;
MHC# RC.48322

Dear Mr. Best:

The Massachusetts Historical Commission (MHC) has reviewed the Project Notification Form and information you submitted, received at this office on March 22, 2010, concerning the proposed project referenced above. After a review of the information submitted, MHC staff have the following comments.

The Chester C. Corbin Public Library (MHC Inventory # WEB.113), located at 2 Lake Street, is included in MHC's Inventory of Historic and Archaeological Assets of the Commonwealth. The library is located within the Depot Village - Webster Town Center area (MHC Inventory # WEB.H) and the Webster Municipal Building Area (MHC Inventory # WEB.P), which are also included in MHC's Inventory of Historic and Archaeological Assets of the Commonwealth. It is the opinion of MHC that the Webster Municipal Building Area meets the criteria of eligibility for listing in the National Register of Historic Places (36 CFR 60). The Chester C. Corbin Public Library is significant and would contribute to the significance of this potential historic district, which meets Criterion A at the local level for its association with the civic, administrative, and educational development of Webster and under Criterion C at the local level as a preserved district featuring examples of Classical Revival and Neoclassical municipal buildings.

The proposed project consists of the complete demolition of the historic library building for the construction of a new 23,452-square-foot library building on the current library.

The MHC has determined that the proposed project will have an "adverse effect" (950 CMR 71.05(a)) on this inventoried historic property through the proposed demolition of the historic Chester C. Corbin Public Library building.

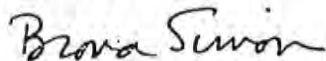
The demolition of an inventoried historic property triggers the filing of an Environmental Notification Form (ENF) through MEPA (see 301 CMR 11.03(10)). If demolition of an inventoried property is the only anticipated ENF threshold, the proponent may consult with the MHC and change the project in such a manner to result in a "no adverse effect" determination by the MHC, or, as a result of consultation, enter into a Memorandum of Agreement with the MHC in lieu of filing an ENF. If an ENF is not filed, the project review process must involve and take into account public comment prior to the development of any Memorandum of Agreement. Toward that end, at a minimum, the MHC requests that the Massachusetts Board of Library Commissioners (MBLC), the Town of Webster, the Webster Historical Commission, and any interested members of the public be invited to MHC's consultation process to work toward the resolution of the adverse effect of this project.

In advance of a consultation meeting, the MHC requests the following information. Please provide the MHC with an alternatives analysis and any feasibility studies that address retention of all or a portion of the

In advance of a consultation meeting, the MHC requests the following information. Please provide the MHC with an alternatives analysis and any feasibility studies that address retention of all or a portion of the historic library building. The analysis and any studies should indicate how site constraints, programmatic needs, and Massachusetts Board of Library Commissioners regulations and requirements have impacted the development of the proposed project design and any studied alternatives. If you have not done so already, please submit a copy of the above requested information to Doug Williamson, Chairperson, Webster Historical Commission, 350 Main Street, Webster, MA 01570. Please seek the comments of the Webster Historical Commission and submit those comments to the MHC.

These comments are offered to assist in compliance with M.G.L., Chapter 9, Sec. 26-27C, as amended by Chapter 254 of the Acts of 1988 (950 CMR 71.00), and MEPA (301 CMR 11). Please do not hesitate to contact Ryan Maciej of my staff if you have any questions.

Sincerely,



Brana Simon
State Historic Preservation Officer
Executive Director
Massachusetts Historical Commission

xc: Town of Webster, Massachusetts
Chester C. Corbin Public Library
Patience Jackson, MBLC
Secretary Ian A. Bowles, EOEEA; ATTN: MEPA Unit
Webster Historical Commission

7-16-10

Ryan Maciej
Massachusetts Historical Commission
220 Morrissey Boulevard,
Boston, MA 02125

RE: Chester C. Corbin, Demolition and New Construction
2 Lake Street, Webster, MA
MHC Number: RC. 48322

Dear Ms. Simon,

We are writing to request a meeting to consult with you to determine an appropriate resolution of the "adverse effect" determination for the work at the Chester C. Corbin Library with the goal of entering into a Memorandum of Agreement with MHC. We will be pleased to provide a tour of the facility and its surroundings for you to better understand the project.

We will also invite the public to attend this meeting for their comments and to give them the opportunity to understand the challenges that we face.

I have attached existing floor plans and diagrammatic floor plans showing how an expansion would impact the existing building. Unfortunately, this approach will not meet the requirements of the library building program.

We have also included an approach that would result in the demolition of the existing building but will incorporate its significant features, the existing limestone, brick and wood entrances, into the new building. In addition, the large limestone dedication plaque, currently located over the side entry, would be incorporated into the south side of the new building.

We have included the following partial list of the challenges associated with the reuse of the existing building, as a library, for your review:

1. The current lower level of the building is below grade and in the past has suffered from major leaks when the storm system in the street backs up. Obviously a very unhealthy situation.
2. Below grade space is less desirable for public areas. A compatible expansion will need to include a continuation of this basement space.
3. The overall building program floor area will need to be reduced: The current building is inefficient in its use of space due to the multiple levels and large area allocated to the stairs and circulation. The expansion would have to be limited to the west side of the current building and set back slightly from the main façade. It should not wrap the rear of the building, as this would eliminate the windows that provide natural light to the current basement Children's area. In our studies we have shown the

- expansion extending beyond the rear of the current library but this will eliminate any possibility of windows into the basement on the south side.
4. The expanded building will be reduced by over 5,000 SF (unless it extended beyond the north face of the existing building) and would not meet the floor area requirements of the building program and would, therefore, be unacceptable to the Massachusetts Board of Library Commissioners.
 5. The expanded building will have a load bearing (existing exterior) wall running down the center, that will be a both a visual and a physical barrier to monitoring the areas and to future flexibility.
 6. There will be a reduction of parking spaces (from 39 to 28) in order to provide natural light into the existing basement windows.
 7. At the Community Meetings (2) there was a strong desire from the public for the building to be new and to be a revitalizing force for the downtown area.
 8. The main entrance is not accessible, and being at an intermediate level it would be difficult to make changes to overcome this problem.
 9. The high windows running around the building, although a common approach in many early libraries, is a major source of glare and as such the windows need to be shaded to allow for patrons to be able to read book titles while also facing the windows.
 10. The first floor has wood framing and is very bouncy for foot traffic. The floors need significant reinforcement or even replacement to meet the required 150 PSF floor loading requirement.

We look forward to hearing from you with a suggested date for the meeting.

Prior to the meeting if you need any additional information please do not hesitate to contact me.

Sincerely,

Kenneth C. Best AIA.

Cell Phone #860 221-9806

E-mail: kbest@draws.com

cc. Jean Travis, Chair Library Trustees
Carrie Grimshaw, Library Director
Robert White, Project Manager, Daedalus Projects Inc.

Existing Building

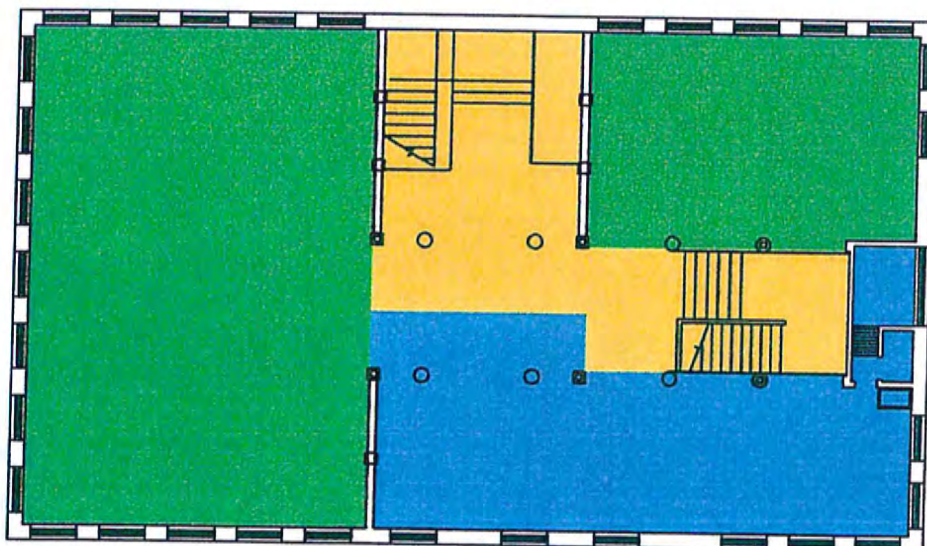
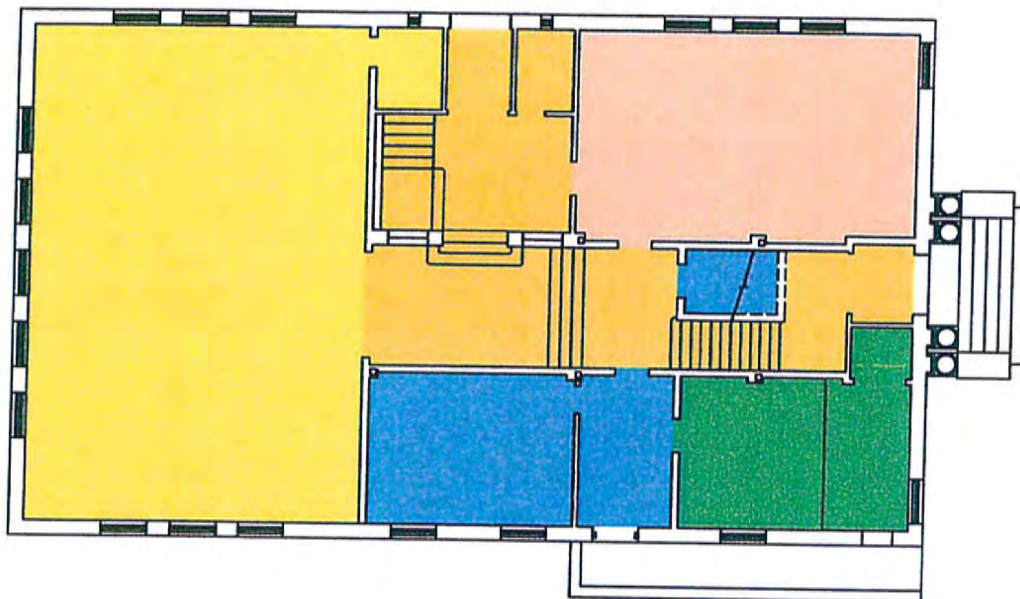
CHILDREN'S LIBRARY

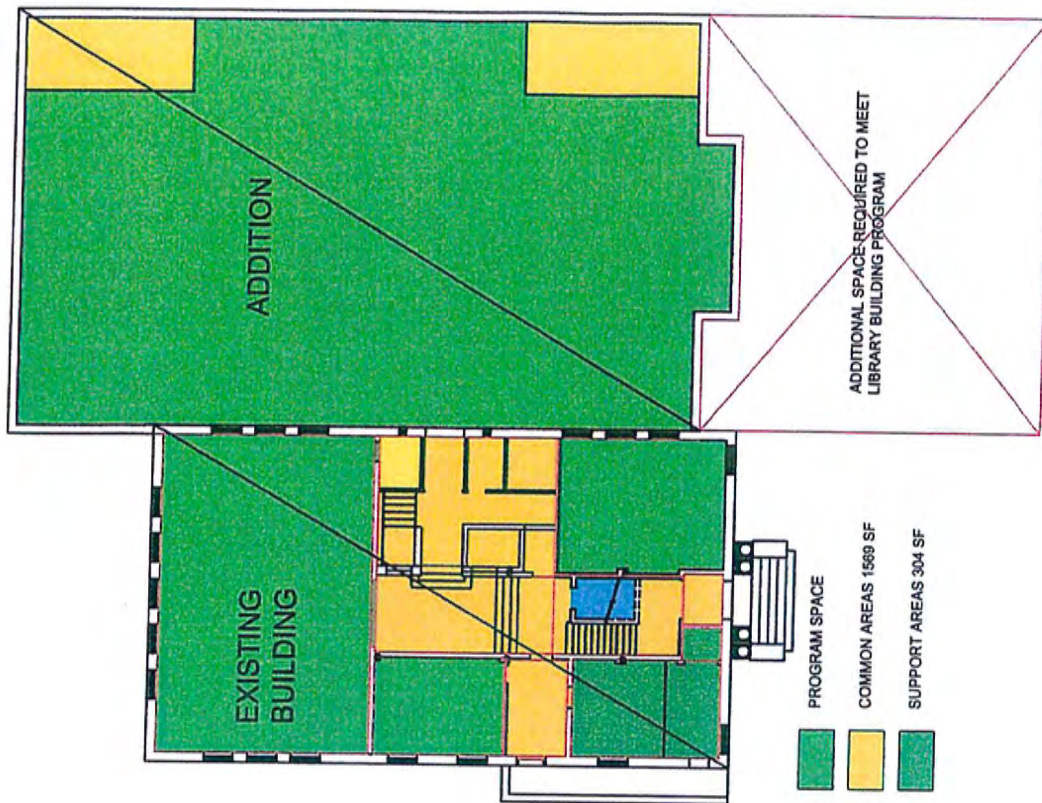
MEETING ROOMS

STAFF AREAS

COMMON AREAS

SUPPORT AREAS







The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Massachusetts Historical Commission

September 28, 2010

Carrie Grimshaw
Library Director
Chester C. Corbin Public Library
2 Lake Street
Webster, MA 01570

RE: Chester C. Corbin Library Demolition and New Construction, 2 Lake Street, Webster, MA;
MHC# RC.48322

Dear Ms. Grimshaw:

The Massachusetts Historical Commission (MHC) has reviewed the additional information received concerning the proposed project referenced above. As you are aware, the subject property at 2 Lake Street, historically known as the Chester C. Corbin Public Library (MHC# WEB.113), is located within the Depot Village – Webster Town Center area (MHC# WEB.H) and the Webster Municipal Building Area (MHC# WEB.P). The Chester C. Corbin Public Library, the Village – Webster Town Center area, and the Webster Municipal Building Area are included in MHC's Inventory of Historic and Archaeological Assets of the Commonwealth. As you are also aware, it is the opinion of MHC that the Webster Municipal Building Area meets the criteria of eligibility for listing in the National Register of Historic Places (36 CFR 60). The Chester C. Corbin Public Library would contribute to the significance of this potential district, which meets Criterion A at the local level for its association with the civic, administrative, and educational development of Webster and under Criterion C at the local level as a preserved district featuring examples of Classical Revival and Neoclassical municipal buildings. After a review of the information submitted, MHC staff have the following comments.

The proposed project consisting of the complete demolition of the current 1921 library building for the construction of a new, two-story, 23,452-square-foot, library building on the current library site is described in the Project Notification Form that was submitted to this office, received March 22, 2010. Because the proposed project involves the demolition of the historic library, which is included in MHC's Inventory, the MHC offers the following comments in compliance with MEPA (301 CMR 11.03(10)) and M.G.L. Chapter 9 Section 26.

The Town of Webster (Town) and professionals retained by the Town, including DRA Architects and Daedalus/OPM, provided information at the September 7, 2010, meeting indicating that as part of the planning process the Town and professionals retained by the Town held numerous public meetings in Webster and had evaluated several options that would have involved retention of part or all of the historic library. The Town indicated that it had also looked at several locations in various parts of Webster but that none of these sites were available. The Town also looked at two properties to the rear—south—of the property to accommodate an expansion and neither of these properties was available for purchase to accommodate an expansion.

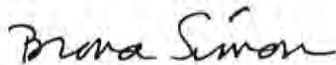
The Town indicated that considerable site constraints on the property—including the close proximity of the neighboring buildings on the property to the east and the two properties to the south; the close proximity of the Veterans memorial to the west; the chronic Town sewage backup issues compromising below-grade library usage; and the library and library parking square-footage requirements under the Massachusetts

Board of Library Commissioners (MBLC) funding program—created substantial difficulties in the development of a new library that would have incorporated all or sections of the existing historic library.

After a review of the information submitted, the MHC has determined to accept, with mitigation, the adverse effect of the proposed demolition of the Chester C. Corbin Public Library due to the lack of prudent and feasible alternatives. MHC has drafted a MOA for your review and comment (see enclosed). If the terms of the MOA are acceptable, please circulate the MOA for signature first to the Chairman of the Selectmen in the Town of Webster, the Massachusetts Board of Library Commissioners, and finally to the Massachusetts Historical Commission. The MHC will retain the original copy of the fully executed MOA and will distribute copies of the MOA to the signatories. The MHC looks forward to further consultation on this project.

These comments are offered to assist in compliance with M.G.L., Chapter 9, Sec. 26-27c, as amended by Chapter 254 of the Acts of 1988 (950 CMR 71.00), and MEPA (301 CMR 11). Please do not hesitate to contact Ryan Maciej of my staff if you have any questions.

Sincerely,



Brona Simon
State Historic Preservation Officer
Executive Director
Massachusetts Historical Commission

xc (w/Enclosure): Town of Webster, Massachusetts
Patience Jackson, MBLC
Secretary Ian A. Bowles, EOEEA; ATTN: MEPA Unit
Kenneth C. Best, AIA; DRA Architects
Bob White, Daedalus/OPM

MEMORANDUM OF AGREEMENT
AMONG THE
THE MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS AND
THE MASSACHUSETTS HISTORICAL COMMISSION
REGARDING THE CHESTER C. CORBIN LIBRARY PROJECT,
WEBSTER, MASSACHUSETTS
IN COMPLIANCE WITH THE
MASSACHUSETTS ENVIRONMENTAL POLICY ACT
("MEPA")
(301 CMR 11.03(10))

WHEREAS, the Massachusetts Board of Library Commissioners (MBLC) has proposed to fund the construction of a new library (the "project") located at 2 Lake Street in Webster, Massachusetts; and is a project for which the MBLC has sought the comments of the Massachusetts Historical Commission (MHC) pursuant to 950 CMR 71.00; and

WHEREAS, the property located at 2 Lake Street, historically known as the Chester C. Corbin Public Library, is included in the Inventory of Historic Assets of the Commonwealth (MHC# WEB.113) and is located within the Depot Village – Webster Town Center area, and the Webster Municipal Building Area; and

WHEREAS, the MHC has determined that the Chester C. Corbin Public Library, the Village – Webster Town Center area, and the Webster Municipal Building Area meet the criteria of eligibility for listing in the National Register of Historic Places (36 CFR 60); and

WHEREAS, the project requires the demolition of the historic Chester C. Corbin Public Library for the construction of the new library; and

WHEREAS, the MHC has determined that the demolition of the entire Chester C. Corbin Public Library constitutes an adverse effect on the Chester C. Corbin Public Library pursuant to 950 CMR 71.05(a); and

WHEREAS, the MBLC and the Town of Webster have provided the MHC with information regarding design options examined for the potential reuse of portions or all of the historic library and the MHC has reviewed this information and concurred that there are no feasible and prudent alternatives to the demolition; and

WHEREAS, the MHC has determined to accept the adverse effect of the project on the on the Chester C. Corbin Public Library in consideration of the mitigation described herein; and

NOW THEREFORE, the MHC, the MBLC, and the Town have agreed that the project shall be undertaken and implemented in accordance with the following stipulations to mitigate the effect of the project on the Chester C. Corbin Public Library:

STIPULATIONS

The Town of Webster (Town) and the MBLC shall ensure that the following measures are carried out in coordination with the MHC:

1. DOCUMENTATION/RECORDATION REQUIREMENTS

Prior to the commencement of demolition of the Library, the Town will ensure that the historic Library is documented according to the following recordation requirements and that one copy of the documentation package is submitted directly to the Chester C. Corbin Public Library for archival storage.

Photographic Documentation of existing conditions of the historic Library at 2 Lake Street prior to demolition in the form of 5"-x-7" archival quality black-and-white photographs which are keyed by number to a photograph description sheet and building sketch plan (exterior) or floor plan (interior). Provide views of overall exterior elevation/interior spaces and representative views of architectural details, including, but not limited to, windows, doors, entrances, fireplaces and moldings. Provide at least five context views showing the building in relationship to its current setting. All photographs should be accompanied by negatives and should be archival-processed and numbered on the back in pencil, but unmounted and with no affixed labels OR Photographic documentation should consist of digital photographs captured and printed according to the Photographic Documentation Technical Requirements for Digital Images. The MHC encloses this documentation to be appended to the MOA. All recordation documentation shall be enclosed in an archival box.

The Town shall ensure that all documentation is completed and accepted by the Library prior to the demolition of the historic Library.

2. ARCHITECTURAL SALVAGE PLAN

The Town will identify distinctive interior and exterior architectural features of the existing Library to be removed and, to the greatest extent feasible, incorporate those features into the design of the new Chester C. Corbin Public Library.

3. PUBLIC INTERPRETIVE PROGRAM

The Town will ensure that two interpretive exhibits – one for general patrons and visitors and the other specifically for patrons and visitors who are children – are developed consisting of photographs of the historic Chester C. Corbin Library with identifying captions, a history of the premises and the surrounding municipal areas, and how the Library contributed to the evolving history, education, and culture of the Town of Webster. The interpretive exhibit for children shall be located in the proposed children's area and be designed to engage children who are patrons and visitors of the Library.

EFFECT OF AGREEMENT

Execution of this Memorandum of Agreement by the signatories listed below and the implementation of its terms by the Town shall be full and sufficient evidence that the proponent has consulted with MHC and satisfied the requirements of MEPA (301 CMR 11.03(10) and M.G.L. Chapter 9, Section 26.

MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS

By: Robert C. Maier
Name Robert C. Maier
Title Director

Date: 11/8/10

TOWN OF WEBSTER

By: Deborah Hecke
Name DEBORAH Hecke
Title Board of Selectman, Chair

Date: 10-27-10

MASSACHUSETTS HISTORICAL COMMISSION

By: Brona Simon
Brona Simon
State Historic Preservation Officer
Massachusetts Historical Commission

Date: 12/6/10

MHC Photographic Documentation Technical Requirements for Digital Images

This document addresses technical requirements for digital photographs submitted to the MHC in fulfillment of mitigation measures. Please refer to agreement documents for project/property-specific requirements pertaining to image composition as well as any additional documentation package components.

General Requirements

In all cases, digital images must be submitted with the following elements:

- The original digital data file captured by the digital camera.
- A print of the image – see below for printer/ink/paper requirements.
- A photo submission form and photo log.

Digital Files

- The original, uncompressed digital file must accompany digital prints. That is, submit the digital file in the form originally captured by the digital camera—unedited and not manipulated in any way by image-processing software.
- If your camera takes Tiff format images, submit files in uncompressed Tiff format. If your camera only takes jpeg images, set the camera to its highest quality and submit the original file as described above.
- Minimum image dimensions: 1600x1200 pixels at 300 ppi or larger, 8-bit or larger color format.
- Take black and white images using the black and white setting of your digital camera. If your digital camera doesn't take black and white images—submit color images only. Black and white image files should be stored as RGB files, not as grayscale.
- Submit files on a labeled CD-R or DVD. Do not use a CD-RW.
- Label CD-Rs with a Sharpie-type pen in the label area of the disk, not on the data side.
- Do not affix an adhesive label to the disk.
- Submit CDs in a plastic jewel case—not in a plastic sleeve or paper envelope.
- The file name for each electronic image saved on the CD-R must correspond with the photo log included in the documentation package and the information labeled on the back of each photograph, and it should also reference the state, county, and city or town in which the property is located. For example, the image files for the Samuel Harrison House in Pittsfield, Berkshire County, Massachusetts, would be saved as "MA_Pittsfield (Berkshire County)_Harrison1.tif," "MA_Pittsfield (Berkshire County)_Harrison2.tif," and so forth.
- Some image-processing software allows the editing of image file metadata; MHC strongly recommends that the following information be included in image file metadata: photographer name, copyright info, and a brief description of the image.

Digital Prints

- Prints must be 4x6 inches or larger.
- Prints may be black and white or color.
- If submitting black and white prints, the print must have been taken originally in black and white and *not* created by converting a color image to grayscale using an image processing software program (such as Photoshop).

- Do not mount prints.
- Label prints on the back with a soft lead pencil. Be sure to include the location, including county and city or town name.
- To ensure archival longevity, prints must be made using a photo-quality printer using appropriate brand name paper and inks. *Printers, paper, and ink must all be from the same manufacturer and must be from the approved list below.* For example, prints made on an Epson printer must be on Epson paper with Epson brand inks. The archival stability of third-party papers and inks cannot be guaranteed and is therefore unacceptable.

Paper and Ink Requirements

The following paper and ink combinations these are approved by the MHC. If you would like to submit images on different printer/paper/ink combinations, proof of the archival stability of the combination must be provided and is subject to approval by MHC. As additional printers, papers, and inks are approved by MHC, they will be added to this list. (For more information on archival stability of image printing papers and inks visit <http://www.wilhelm-research.com/>)

Printer	Inks	Paper
Epson Printers	Epson UltraChrome pigmented inks	Epson Premium Glossy Paper Epson Premium Semigloss Photo Paper Epson Premium Luster Photo Paper Epson Premium Semimatte Photo Paper Epson UltraSmooth Fine Art paper Somerset Velvet for Epson Epson Velvet Fine Art paper Epson Textured Fine Art Paper Epson Enhanced Matte paper
	Epson PictureMate inks	Epson PictureMate Photo Paper
Hewlett-Packard Printers	Hewlett-Packard (HP) 84/85 dye-based inkset	HP Premium Plus Photo and Proofing Gloss HP Premium Plus High Gloss Photo Paper HP Premium Plus Soft Gloss Photo Paper HP Premium Photo Paper, Gloss HP Premium Photo Paper, Soft Gloss
	Hewlett Packard 59 gray photo cartridge	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)
	Hewlett Packard 100 gray photo cartridge	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)
	Hewlett Packard Vivera inks (95 and 97 tri-color cartridges)	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)

(trial guidelines 2-1-06)

(additions by BF 2-9-06, 4-12-06)

Massachusetts Historical Commission Photo Submission Form

Please submit one form for each group of digital images

About your digital files:

Camera Used (make, model): _____

Resolution of original image capture (camera setting including resolution and file format):

File name(s) (attach additional sheets if necessary) check here ☐ to refer to attached photo log:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

About your prints:

Printer make and model: _____

Paper: brand & type (i.e., Epson Premium Glossy Photo)

Ink: _____

Signature: (By signing below you agree that the information provided here is true and accurate.)

Signature: _____ Date: _____

SECTION 3

FINANCIALS

Section 3: Financial

A. Eligible/ Non-Eligible Project Costs (Page One)

ACTIVITY/ITEM	ELIGIBLE	NON-ELIGIBLE	TOTAL
1.0 General Requirements, OH & P ¹	933,682		933,682
2.1a Site Work, excluding landscaping & paving	367,519		367,519
2.1b Landscaping and Paving		98,500	98,500
3. Concrete	499,069		499,069
4. Masonry	557,503		557,503
5. Metals	632,120		632,120
6. Wood & Plastics	175,000		175,000
7. Moisture-Thermal Control	372,835		372,835
8. Doors, Windows & Glass	323,800		323,800
9. Finishes	287,963		287,963
10. Specialties	547,885		547,885
11. Fixed Equipment	103,880		103,880
14. Conveying Systems	78,000		78,000
15.3 Fire Protection	117,544		117,544
15.4 Plumbing	135,566		135,566
15.6 HVAC	710,248		710,248
16.1 Electrical, except Data	568,775		568,775
16.2 Data/Communications Wiring	39,612		39,612
LEED Registration	2,250		2,250
LEED Points	-		-
LEED- Qualifying Hard Costs, such as Solar panels, windmills, green roof, where separate cost estimates are available.	-		-
Other- B. (attach breakdown and explanation)	259,185		259,185
Construction Subtotal	6,712,436	98,500	6,810,936
Design Contingency (give dollar figure)	421,841		421,841
Construction Contingency (give dollar figure)	541,975		541,975
Escalation to (give date) __ April 2012 (From June 2009) __, percentage 3.25% __, and dollar figure on right.	665,420		665,420
Page 1 Total	8,343,672	98,500	8,440,172

¹ Item numbers correspond to standard construction divisions used by architects and contractors. Subdivisions have been made in some cases to clarify eligible/non-eligible costs or to ensure that a certain element is accounted for.

Section 3: Financial, cont.**A. Eligible/ Non-Eligible Project Costs (page two)**

ACTIVITY /ITEM	ELIGIBLE	NON-ELIGIBLE	TOTAL
Library Building Consultant, if used		20,000	20,000
Consultant/Architect/Engineer Fees: Schematic ²	25,000		25,000
Consultant/Architect/Engineer Fees: Design Development to Bid Documents	528700		528700
Construction Administration Cost-Architect	226586		226586
Commissioning Agent (HVAC)	25,000		25,000
LEED Building Consultant, if planned or used	40,000		40,000
LEED Engineer, if planned	-		-
LEED Enhanced Commissioning, if planned	25,000		25,000
Interior Design Fees	26,400		26,400
Owner's Project Manager (OPM)	335,684		335,684
Clerk of the Works, if separate from OPM	-		-
Value Engineering	-		-
Independent Review prior to bidding, if planned	20,000		20,000
Building Permit, if fee not waived by municipality	-		-
12.1 Steel Shelving and Metal End Panels	130,000		130,000
12.2 All Other Furnishings		310,000	310,000
12.3 Computer Terminals & Peripherals		67,500	67,500
Project Subtotal	1,382,370	397,500	1,779,870
Project Contingency (give dollar figure)	345,840		345,840
Land Purchase or Value of Town, School or Gift Land (give date and append documentation) ³	-		-
Other-C. (attach breakdown)	95,000	35,000	130,000
Moving & Related Expenses		60,000	60,000
Temporary Quarters		350,000	350,000
Municipal Bonding Costs		40,000	40,000
PROJECT GRAND TOTAL	10,164,882	981,000	11,145,882

²Include only those costs incurred within three years of the date of this application or planned for the future. This may include surveys, construction and materials testing, Article 17 structural inspection, and structural peer review. For clarity, you may append a separate budget for this line.

³ Purchased land and/or building may be valued up to the actual purchase price. Donated land only may be valued up to cap of \$800,000. In the case of town-owned, school-owned or donated land, do not include a value for any existing town-owned, school-owned or donated BUILDING.

ACTIVITY ITEM	ELIGIBLE	NON-ELIGIBLE	TOTAL
Other -B Breakdown			
Demolition	117,044		117,044
Hazardous Material Abatement	40,000		40,000
Debris Removal	102,141		102,141
Other -C Breakdown			
Book-theft Detection	75,000		75,000
Telephone		15,000	15,000
Miscellaneous Items		20,000	20,000
Bidding expense	20,000		20,000

Section 3: Financial, cont.**C. Summary of Costs**

1. Current Working Construction Cost Estimate
(Total Eligible Cost from 23 or Library Column on Page 26) \$ 8,343,672

2. Total Gross Square Footage of Library 22,901
3. Construction Cost per square foot
(Total Construction cost ÷ by total gross square footage.) \$364
4. Project cost per square foot \$487

5. For renovations or renovation/additions only

a. Cost of new construction ÷ square feet to be built
Cost per sq. Ft. new construction

b. Cost of renovation ÷ square feet to be renovated
Cost per sq. Ft of renovated space
6. Date of Cost Estimate June 17, 2009
7. Independent Cost Estimator

Estimator Kevin Leach

Firm Leach Consulting LLC

Address 128 Garden Street
Farmington, CT 06032

Email kevin@leachconsultingllc.com
Telephone (860) 674 8760

SECTION 3: Financial**A. PROJECTED FUNDING SOURCES**

Indicate the projected sources of funding for your project. Attach also a narrative describing in detail your fundraising plan.

FUNDING SOURCE	SECURED (In-hand)	PROPOSED	TOTAL
Tax Levy or General Funds		5,000,000	5,000,000
Bonds			
Accumulated Capital Construction/Improvement Funds	125,616		125,616
Library Trust Monies	210,690		210,690
Sale of Library-Owned Assets or Artifacts, with Permission of Town Meeting			
Gifts/Fundraising ⁷	76,200	2,000,000	2,076,200
Federal Funds (specify agency or program on a separate page)			
MPCLP Planning Grant			
MA Public Library Construction Program Construction Grant (this proposal)		5,000,000	5,000,000
Other State Funds (specify agency or program on a separate page.)			
Value of Donated Land (up to \$800,000) or Value of Purchased Land and/or Building.			
Other (Specify on a separate page.)			
GRAND TOTAL ⁸	412,506	12,000,000	12,412,506

⁷ Give detailed plan for private fundraising

⁸ Note: In this grid, which may include both actual and proposed funding, it is quite possible that your grand total, in the lower right hand-square, may exceed the cost of the project.

Detailed Plan for Private Library Fundraising

The building committee will hire a professional capital campaign consultant. Our OPM and Architect have suggested that we hire a professional and the building committee has approved this. Once the consultant is hired, we will have the community surveyed on financial means and prospective donators. In addition, the Library will send out Library Foundations letters to the community. There is approximately 10,000 households in Webster with an average donation of \$100 could possibly yield \$1,000,000. The Library's goal is to raise approximately 2 million dollars in private fundraising.

Some other fundraising ideas include:

1. Annual Silent/ Live Auction Dinner Fundraiser

This event (example) was used for a homeless transition house fundraiser run by 25 area Churches with Interfaith Hospitality Network staff and Board of Directors. Grace House, the homeless shelter was the targeted charity.

All auction items were donated by a private person or company/private business. Money donations were given straight out by some large companies.

An Excel spreadsheet record listed all of the following:

- Contact person from SIHN
- Donator
- Name/Business and address, and telephone number (if given)
- Item
- Estimated or known value of item.

This list was updated weekly by Planning Committee Co-chair.

Advertising: Church bulletins, newsletters, area newspapers, posters in businesses and any obvious place to attract attention.

Tickets sold for \$25/person for the dinner with actual cost being \$10. Prior to the sit down dinner, bids on the silent auction were made and the announcement of the highest bid was given as the meal progressed. Prior to the announcement of the live auction winners, the auctioneer explained the mission statement of the SIHN program and asked for donations upfront from \$1000 down to \$25. Four thousand dollars was received in this way.

If people did not want to attend the dinner/silent auction, people could enter for \$10 at a specific time after the dinner/silent auction and the live auction was attended by all present.

9% of an item overbid versus our estimated value was the payment to the auctioneer. \$11,000 was raised by this auction/dinner fundraiser. It will be an annual event...with list of donators approached again from Excel maintained records this year plus any new one.

2. Project 60

This fundraiser is a simple program. Any person who wants to join the program signs up and pays \$60 at registration or over a period of 12 months. Once a month, a \$50 raffle winner is drawn from the list of members. At the end of the 12 months, a dinner and dance is held with members go free but a guest is charged \$20.

Raffle drawings are the highlight of the night listed as follows:

\$1000 first prize
\$500 2 second prizes
\$250 2 third prizes
\$100 4 fourth prizes
\$25 10 fifth prizes

Obviously the rest of the collected program funds above the prizes are the fundraising profit. A good time is had by all and photo of top winner listed in bulletin. The library would be of great interest to run such an event. Not less than \$3000/year has been raised over the past 10 years. It is easy and people are happy with the raffle prizes over the extended 12 months.

3. Scratch Ticket Basket

This approach has been used by many non-profits in the area. A lovely basket is made up with \$1000 worth of raffle tickets. 1000 tickets will be made available for sale at \$100 each. If we sell 900 tickets, our profit will be \$89,000. Tickets will be available for sale at the library, and many community businesses who already aid with fundraising for charity.

4. Yard Sale/Craft Fair

Many local groups use the yard sale/craft show approach. The public can donate items to be sold, and space can be sold at \$20-\$40 per site. The typical yard sale/craft sale in this area makes about \$3500. This is a wonderful venue for selling raffle tickets. We would set up in a public parking area.

5. Dinner Dance

We would have a dinner – such as spaghetti, lasagna, etc., in either a restaurant or in a public hall. After dinner we will have either a DJ or live music for entertainment. Raffle items will be offered in a silent auction. An event of this type, with a per-plate price of \$25 at a cost of \$10, with 100 in attendance, and a silent auction, will net \$5500.

SECTION 4
ASSURANCES & CERTIFICATIONS

Section 4: Assurances and Certifications

A. Qualifications and Duties of Project Personnel

- 1) Project Director. Complete this form for the project director. The library director may function as the project director.

Name and Position Carrie Grimshaw, Library Director

Current Duties and Responsibilities:

Directs all aspects of library including staff, policy making, decision making, and library application. In addition, the Director is a liaison between Board of Trustees, Building Committee, OPM, and Architect. The Director pulls everything together by organizing meetings, being award of current library building procedures, and writing most of the MBLC construction grant.

Proposed Project-Related Responsibilities:

The Director will be involved in building construction especially concerned with functionality of library. The director will choose furniture, equipment, etc. The Director will report back to the Board of Trustees with any updates on the project.

Qualifications, Education and Professional Experience Applicable to This Project:

The Director has a MLS from University of Rhode Island and 5 year of administrative experience. This is the Director's first building project.

Section 4: Assurances and Certifications, cont.

A. Qualifications and Duties of Project Personnel, cont.

2) Architect. Complete this form for the architect working on the project.

Name, Firm and Position Kenneth C. Best, AIA, ALA Principal-in-Charge
Current Responsibilities:

Lead designer for firm's library projects.

Description of Proposed Project-Related Work:

DRA was hired to provide the following schematic design services for the library project as described in the request for qualifications:

"Scope of Design Service for this phase of the project shall include structural engineer, hazardous materials or asbestos assessments, master plans, feasibility and other studies, surveys, soil tests, cost estimates or programs; preparation of drawings, plans and

Qualifications, Education and Professional Experience Applicable to This Project:

Kenneth C. Best, AIA, ALA Principal-in-Charge

Education

Hammersmith College of Arts and :
Building, London, England,

PUBLIC LIBRARIES – MASSACHUSETTS

Agawam Public Library, Agawam
Auburn Public Library, Auburn*
Boxborough Library, Boxborough*
Boyden Library, Foxborough*
Boxford Public Library, Boxford* - LEED components
Chester C. Corbin Public Library, Webster – LEED Silver (projected)
City Library, Springfield – Historic
Duxbury Free Library, Duxbury
East Longmeadow Library, East Longmeadow*
Edwards Public Library, Southampton
Egremont Free Library, Egremont* - LEED Silver (projected)
Holyoke Public Library, Holyoke*
Hubbard Memorial Library, Ludlow, MA – Historic
Huntington Public Library, Huntington*
Lancaster Town Library, Lancaster*
Lenox Free Library, Lenox – Historic
Norfolk Public Library, Norfolk
North Adams Public Library, North Adams – Historic, LEED Certified
Ramsdell Library, Great Barrington
Sandwich Public Library, Sandwich*
Thayer Public Library, Braintree
Wellesley Free Library, Wellesley
Weston Public Library, Weston

Section 4: Assurances and Certifications, cont.

A. Qualifications and Duties of Project Personnel, cont.

- 3) Owner's Project Manager (OPM). Complete this form for OPM. The OPM also may be the project's clerk of the works.

Name, Firm and Position Robert H. White, Daedalus Projects Incorporated, Project Manager

Current Responsibilities:

Project Manager operating under MGL CH149A-44A ½ on a middle school.

Description of Proposed Project-Related Work:

All OPM responsibilities, except resident engineer. As mandated under CH149A-44A ½.

Qualifications, Education and Professional Experience Applicable to This Project:

BSCE Tufts University 1969
Boston ABC License No. B17840
MA Construction Supervisor License #042685
Historic Neighborhoods of Boston
Certified in "School Project Designers and Owner's Project Managers"
42 Years of General Contracting, Development, Project Management

Section 4: Assurances and Certifications, cont.

A. Project Awarding Authority and Fiscal Information

- 1) The sole awarding legal authority for this project will be:
(Check one)

- ☒ Board of Library Trustees
☐ Local Building Committee
☐ Other Municipal Official

Jean Travis, Board of Trustees Chair

Name and Title of the Chairperson or Municipal Official of Above

16 Mark Ave.

Webster, MA 01570

Address

508-943-3427 jtravis@charter.net

Phone and Email Address

- 2) The person legally authorized to receive and safeguard Massachusetts
Public Library Construction Program funds locally:

Linda Wisnewski, Acting Treasurer

Name and Title

Town Hall

350 Main Street

Webster

Address

508-949-3800 X 4006 lwisneski@webster-ma.gov

Phone and Email Address

Section 4: Assurances and Certifications, cont.

B. Project Awarding Authority and Fiscal Information, cont.

- 3) The person legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program funds:

Carrie Grimshaw, Director
Name and Title

2 Lake St

Webster
Address
508-949-3880 cgrimshaw@cwmar.org
Phone and Email Address

- 4) Name and address of bank or other institution where Massachusetts Public Library Construction Program funds will be deposited:

UniBank
Bank or Other Institution

49 Church St

Whitinsville, MA 01588

Address

1-800-578-4270

Phone and Email Address

- 5) Official accounts of receipts and disbursements for the proposed construction project will be maintained by:

Pamela A. Regis, Town Accountant

- 6) Official documents to verify information shown in official accounts will be on file at:

Town Accountant

Agency

Town Hall

350 Main St

Webster, MA

Address

508-949-3800 X 4007 pregis@webster-ma.gov

Phone and Email Address

Section 4: Assurances and Certifications, cont.

B. Project Awarding Authority and Fiscal Information, cont.

Person authorized to serve as the municipality's Massachusetts Certified Public Purchasing Official (MCPPO) is:

Name of MCPPO-certified City Hall/ Town Hall Individual

Title

Email Address

Business Telephone

Name of MCPPO-certified School District Individuals

Ted Avlas

Title

Assistant to the Superintendent for Business

Official Name of School District

Webster Public Schools

Email Address

tavlas@webster-schools.org

Business Telephone

508-943-0104 ext. 12

Section 4: Assurances and Certifications

B. Compliance Assurances

Applicants shall agree in writing to the 37 assurances found in 605 CMR 6.05 (2) which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations.

1. An assurance that new, remodeled or renovated library buildings shall be planned for a minimum operational life of 20 years.
2. An assurance that the completed facility will continue to be used as a free public library for at least 20 years. Prior approval from the Board shall be obtained if there is any change in proportional use, or if the building is sold or reused for a non-public library function. In the event that the building is not kept in continuous use as a free public library for 20 years, the city or town shall return the amount of the grant award plus interest to the Board of Library Commissioners within 30 days of the date the library building falls out of compliance with 605 CMR 6.05.
3. An assurance that the applicant shall make all full and good faith efforts to support the continued participation and qualification of the library in programs established by or the successors to M.G.L. c. 78, §§ 19A and 19B. Should the library fail to be certified by the Massachusetts Board of Library Commissioners to receive State Aid to Public Libraries during the period in which the Grant Agreement is in effect, until project completion and final payment, this shall be considered a breach of the contract.
4. An assurance that when construction is complete, the applicant shall make all full and good faith efforts ensure to that sufficient funds will be available for the effective operation and maintenance of the facility, in accordance with applicable federal, state and local requirements and standards.
5. An assurance that a sign will be displayed on the construction site and a plaque will be placed in the completed building stating that State funds administered by the Massachusetts Board of Library Commissioners have been or are being used for construction.
6. An assurance that the applicant and contractors shall not knowingly employ, compensate, or arrange to compensate any employee of the Massachusetts Board of Library Commissioners during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A.
7. An assurance that the Board shall have the authority to review and approve plans, specifications, bid documents, contract awards, payments and all documents of obligation or expenditure for the project.
8. An assurance that if required, precontract and preconstruction conferences will be held with representative(s) from the Board.
9. An assurance that the designer(s) of an approved library project were selected using the Guidelines for Local Designer Selection Procedures as issued by the Designer Selection Board under the provisions of M.G.L. c. 7, § 38K.
10. An assurance that all design, construction, construction contracts and sub-contracts shall be in conformity with all applicable provisions of state and local law, rules and regulations including, but not limited to, M.G.L. c. 143, St. 1972, c. 802, St. 1984, c. 348 and 780 CMR. All construction contracts shall be bid under M.G.L. c. 149, § 44A or M.G.L. c. 30, § 39M.

Section 4: Assurances and Certifications, cont.

C. Compliance Assurances, cont.

11. An assurance that the applicant shall be in compliance with the provisions of the Governor's Code of Fair Practices, Executive Order 227, and M.G.L. c. 151B as amended. The applicant shall not discriminate in any manner because of race, color, religion, national origin, ancestry, age, sex, or handicap.
12. An assurance that the applicant will require that all construction contracts shall be in conformity with applicable law and regulations related to minority hiring. Every state assisted contract for an approved public library project including sub-contracts shall include the Commonwealth's Supplemental Equal Opportunity/ Anti-Discrimination and Affirmative Action Program as part of the contract.
13. An assurance that the applicant shall comply with Executive Order 237 that includes provisions for a 10% set aside for minority and women's business.
14. An assurance that the applicant is in compliance with Executive Order 215 with respect to the community's housing policies and practices.
15. An assurance that the rules and procedures of the Massachusetts Emergency Finance Board will be followed.
16. An assurance that the applicant shall submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation.
17. An assurance that the applicant shall assist the Massachusetts Board of Library Commissioners in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H.
18. An assurance that the building will be designed according to 521 CMR: Architectural Access Board.
19. An assurance that life-cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, shall be considered during the design development design stage in order to ensure that the energy system with the lowest life-cycle cost estimate will be identified in accordance with the provisions of St. 1976, c. 433.
20. An assurance that the applicant shall closely monitor the cost effects of program and design decisions and materials and systems selections so that the facility can be constructed and operated in a cost effective, sustainable and staff efficient manner considering the type of project and structure.
21. An assurance that there shall be an evaluation of flood hazard so that the facility to be constructed will be located insofar as practicable to preclude the exposure of said facility to potential flood hazards.
22. An assurance that the building shall be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes shall be selected to minimize operational costs and maintenance. This shall include provision for a fire-rated enclosure for any exterior book or nonprint materials return that penetrates a wall of the building.

Section 4: Assurances and Certifications, cont.

C. Compliance Assurances, cont.

23. An assurance that the applicant will be responsible for supplying the Massachusetts Board of Library Commissioners with the necessary documentation, information and drawings so that they can comply with the steps outlined in M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00. This shall include an assurance from the municipality that the Massachusetts Historical Commission has been afforded an opportunity to review and comment on projects listed or eligible for listing on the State Register of Historic Places, as early as possible in the planning stages of the project. This shall include a review for the proposed physically handicapped access plans compliance with the Secretary of the Interior's Standards for Rehabilitation and 950 CMR 71.00. Furthermore, applicants shall assist the Board in complying or shall comply with legal and regulatory requirements of the Massachusetts Historical Commission.
24. An assurance that prior approval from the Massachusetts Board of Library Commissioners will be obtained for significant budget, program or plan changes and revisions including deduct change orders. Change orders of an emergency nature shall be excluded.
25. An assurance that the applicant will provide adequate supervision during the term of the project including architectural supervision, value engineering and the retention of a qualified Clerk of the Works and when required a Project Manager that meets the qualifications promulgated by St. 2004, c. 193, entitled "An Act Further Regulating Public Construction In the Commonwealth" signed into law July 19, 2004 and codified in M.G.L. c 149, §44A½.
26. An assurance that designated Agency staff shall be provided reasonable access to the project and site considering site conditions and with appropriate notification.
27. An assurance that monies from any department, unit, agency or board of the Commonwealth of Massachusetts and U.S. Government shall not be used as part of the first 25% of local matching funds.
28. An assurance that every good faith effort will be made to obtain sufficient funds beyond those granted under this program for the non-matching and non-eligible shares of project costs.
29. An assurance that the Board shall not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award.
30. An assurance that the project will be completed as described in the application and approved by the Board. Any significant reductions in the project's program shall require prior approval.
31. An assurance that the Massachusetts Board of Library Commissioners, the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the recipient which pertain to the performance of the provisions and requirements of this agreement. Upon request, the recipient shall furnish to the Board copies of any such books, records and compilations. In all contracts or subcontracts entered into by the recipient concerning the project, there shall be included a provision requiring similar access by the Board to the contractor's or subcontractor's books, records and other compilations of data which pertain to the project (as per Executive Order 195 of April 27, 1981).

Section 4: Assurances and Certifications, cont.

C. Compliance Assurances, cont.

32. An assurance that the applicant shall file required reports and the Massachusetts Board of Library Commissioners shall be notified when the approved public library project is completed and a certified reporting of expenditures by category, financial sources and other documentation shall be supplied to the Board.
33. An assurance that all income received by the applicant from the Massachusetts Board of Library Commissioners' grant funds shall be placed in an interest bearing account separate from other applicant accounts. All grant funds including interest income must be expended for purposes specified in the construction grant application. Purposes specifically excluded include landscaping, paving, and associated costs of borrowing.
34. An assurance that the applicant will file a final evaluation form on the performance of contractors on the project as required by the Division of Capital Asset Management (DCAM) upon completion of the project.
35. An assurance that construction on the project will commence within one year of signing a grant agreement with the Massachusetts Board of Library Commissioners.
36. An assurance that a copy of the As-built Drawings, in paper or electronic form, will be supplied to the Massachusetts Board of Library Commissioners within 60 days subsequent to issuance of Certificate of Occupancy.
37. An assurance that the project site will remain as described in the application and approved at the time of award or waiting list placement. The Approved Site may only be changed with Massachusetts Board of Library Commissioners approval and only for circumstances unforeseen and beyond the control of the applicant. In general, such approval would only be granted for physical conditions that cannot be remediated.

Section 4: Assurances and Certifications, cont.**D. Application Certifications**

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application. (At a minimum, one person officially representing the town and one library trustee representing the library should sign.)

Name: Jean M. Travis

Title and Board/Committee: Trustee Chair

Signature: Jean M. Travis Date 1/24/11

Name: Deborah Keel

Title and Board/Committee: Board of Selectman Chair

Signature: Deborah Keel Date 1/24/11

Name: JOHN F. MCAULIFFE

Title and Board/Committee: Town Administrator

Signature: John F. Whipple Date 1/24/11

Name: Richard Cazeau

Title and Board/Committee: Trustee

Signature: Richard Cazeau Date 1-24-11

Name: James Chan

Title and Board/Committee: Trustee

Signature: James Chan Date 1-24-11

Section 4: Assurances and Certifications, cont.

D. Application Certifications, cont.

Name: CATHERINE V. MARTIN

Title and Board/Committee: TRUSTEE

Signature: Catherine V. Martin Date 01/24/11

Name: _____

Title and Board/Committee: _____

Signature: _____ Date _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date _____

APPENDIX A

TITLE DEED

Signed and sealed in the presence of

A R Greeley

Webster Five Cents Savings Bank (seal)
by Frederick W. Johnson Treasurer
Commonwealth of Massachusetts.

Worcester ss. January 20 1912. Then personally appeared the above-named Fred'k. W. Johnson Treas'r and acknowledged the foregoing instrument to be the free act and deed of the Webster Five Cents Savings Bank before me.

Archer R Greeley Justice of the Peace.

Rec'd Jan. 23, 1912, at 8h. 30m. A. M. Ent'd & Ex'd.

* * * * *

KNOW ALL MEN BY THESE PRESENTS

that we, Jerome L. Bartlett, of Glendale, County of Berkshire, Cassius E. Bartlett, of Westfield, County of Hampden, and Flora M. Bartlett, of Webster, County of Worcester, all in Commonwealth of Massachusetts, heirs at law of late Abner Bartlett, in consideration of Eight Thousand x/100 Dollars paid by us by the Town of Webster, a municipal corporation duly established by law, and situate in said County of Worcester, the receipt whereof is hereby acknowledged, do hereby **GIVE, GRANT, BARR -** to
GAIN, SELL, and CONVEY unto the said Town of Webster
two certain adjoining tracts of land, with buildings thereon, situate on southerly side of Lake Street, in said WEBSTER, bounded and described as follows:

First: Beginning at N. W. corner thereof on said street and by land formerly of Amos Bartlett; thence by said street easterly 42-3/4 feet to land formerly of John S. Carney; thence by said Carney land and land of others S. 6° E. 259.4 feet to land formerly of one Anderson; thence by said Anderson land S. 86-1/2° W. 54 feet; thence by land formerly of said Amos Bartlett N. 2° W. 111.5 feet; thence by land formerly of said Bartlett N. 7° W. 82.5 feet; thence by land formerly of said Amos Bartlett N. 22° W. 54.8 feet; thence by land formerly of said Amos Bartlett N. 11-1/2° E. 93-1/2 feet to bound first mentioned; containing 53.55 square rods. Being a part of a certain tract which was conveyed to said Amos Bartlett by Mary Bartlett, by deed dated May 26, 1848, recorded in Worcester District Registry of Deeds, Book 495, Page 300. Together with a right of way over and through the lane named in said deed from said Mary to said Amos Bartlett, and a right of way across the adjoining land formerly of said Amos Bartlett, from said lane to the conveyed premises; excepting a reservation to the heirs and assigns of said Amos Bartlett of the right to take water from and across the said premises as described in a deed from said Amos Bartlett to said Abner Bartlett, dated April 20, 1874.

Second: Beginning at the S. E. corner thereof at first tract; thence extending N. 2° W. 111.5 feet, by said first tract; thence extending N. 7° W. 22.5 feet; thence N. 22° W. 54.8 feet; thence N. 11-1/2° E. 93-1/2 feet, by said first tract, to said Lake Street; thence extending westerly by said street 44 feet to a lane; thence extending southerly by said lane and land formerly of Rufus Bartlett 16 rods 18 links, more or less, to land formerly of one Anderson and John Wood; thence easterly by said Wood land 49 feet, more or less, to place of beginning; being the same premises conveyed to said Abner Bartlett by Emeline E. Fenn et al., by deed dated May 13, 1882, recorded in said Registry, Book 1126, Page 167. Excepting, however, a tract of land about 74 feet wide, adjoining said land of John Wood, which has been heretofore conveyed to one Rattie E. Emerson; and also excepting a tract 136 feet, more or less, sold to said Town of Webster, described in partial release from Webster Five Cents Savings Bank, dated June 14, 1904, and recorded in said Registry, Deed being recorded in said Registry, Book 1784, Page 316.

TO HAVE and TO HOLD the granted premises, with all the privileges and appurtenances thereto belonging, to the said Town of Webster and its successors and assigns, to their own use and behoof forever. And we hereby for ourselves and our heirs, executors, and administrators, covenant with the grantees and its successors and assigns that we are lawfully seized in fee-simple of the granted premises; that they are free from all incumbrances; that we have good right to sell and convey the same as aforesaid; and that we will and our heirs, executors, and administrators shall **WARRANT and DEFEND** the same to the grantees and its successors and assigns forever against the lawful claims and demands of all persons.

And for the consideration aforesaid we, Jennie L. wife of Jerome L. Bartlett, and Julia M. wife of Cassius E. Bartlett do hereby release unto the said grantees and its successors and assigns all right of or to both **DOWER and HOMESTEAD** in the granted premises, and all rights by statutes and all other rights therein.

N WITNESSES WHEREOF we the said Jerome L., Cassius E., Flora M. (unmarried), Julia M. and Jennie L. Bartlett hereunto set our hands and seals this eighteenth day of December in the year one thousand nine hundred and eleven.

ment, School Playgrounds, Public Library, Park Commissioners Department, Ambulance, Band Concerts, Memorial Day, Graves of Soldiers and Sailors, Graves of Spanish War Veterans, Town Reports, Shanley Property, Town Boundary Posts, Reserve Fund, Cemetery Department, Tower Clock, Interest and Notes Maturing.

Article 5. To see if the Town will authorize its Treasurer with the approval of the Selectmen, to borrow money in anticipation of revenue of the financial year beginning January 1, 1920, and issue notes of the town therefor.

Article 6. To see if the Town will vote to appropriate from unexpended balances in the hands of the Town Treasurer on January 1, 1920, the sum of One Thousand Eight Hundred Forty-four and 71-100 (\$1,844.71) Dollars to meet unpaid bills for the year of 1919, in the following departments: Schools, \$897.50; School Playgrounds, \$197.00; Highway, \$39.45; Park Commission, \$10.31; Poor, \$970.44; Health, \$230.01, or take any action thereon.

Article 7. To see if the Town will vote to raise and appropriate the sum of \$10,000 to build a sewer on upper School Street, and connect the same with the Day Brook Out-fall Sewer at Myrtle Avenue, or take any action thereon.

Article 8. To see if the Town will vote to raise and appropriate the sum of \$6,900.00 for a five ton dump motor truck for the Street Department, or take any action thereon.

Article 9. To see if the Town will vote to raise and appropriate the sum of One Thousand (\$1000) Dollars for the maintenance of the Dental Clinic, to be expended under the jurisdiction of the Board of Health, or take any action thereon.

Article 10. To see if the Town will vote to dedicate that part of land owned by it on the south side and adjoining Lake Street and east of the High School building for the erection and maintenance thereon of a library building or additions thereto, and authorize a committee named or chosen under the terms of

the will of the late Augusta E. Corbin to occupy, use and improve such land for a free public library building to be called the Chester C. Corbin Public Library, or take any action in relation to securing a proper site or location for the erection thereon of a suitable library building under the terms of the said will.

Article 11. To see if the Town will vote to raise and appropriate One Thousand (\$1000) Dollars to build an iron fence to protect the Soldiers' monument from destruction or take any other action that may seem best for the preservation of said monument.

Article 12. To see if the Town will vote to accept Foster Street or any part thereof as a public highway as laid out by the Selectmen, raise and appropriate money therefor, or otherwise act in relation to making a public way between Fifth Avenue and Myrtle Avenue.

Article 13. To see if the Town will vote to accept Everett Avenue as laid out by the Board of Selectmen, or take any action thereon.

Article 14. To see if the Town will vote to increase the salary of the Water Commissioners to Two Hundred (\$200) Dollars per year each, or take any other action thereon.

Article 15. To see if the Town will vote to increase the salary of the Board of Assessors to Three Thousand (\$3000.00) Dollars a year, raise and appropriate money therefor, or otherwise act thereon.

Article 16. To see if the Town will vote to increase the salary of the Town Treasurer to One Thousand (\$1000.00) Dollars a year, raise and appropriate the sum of Two Hundred and Fifty (\$250.00) Dollars therefor, or take any action thereon.

Article 17. To see if the Town will vote to increase the salary of the Town Clerk to Seven Hundred and Fifty (\$750.00) Dollars a year, raise and appropriate an additional sum of Two Hundred and Fifty (\$250.00) Dollars therefor, or take any action thereon.

TOWN OF WEBSTER

Office of the Board of Selectmen

350 Main Street

Webster, MA 01570

Ph: 508-949-3800 x1041

Deborah A. Keefe, Chairman

Walter D. Ricci, Vice Chairman

Mark Dowgiewicz, Secretary

Jeffrey P. Duggan

Don Bourque

January 24, 2011

Jean Travis, Chairman

Library Board of Trustees

2 Lake Street

Webster, MA 01570

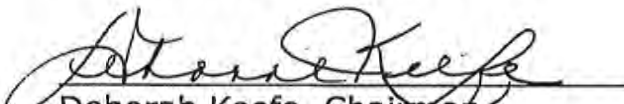
RE: Library Renovation & Expansion

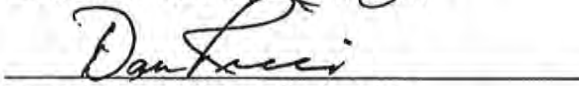
Dear Chairman Travis:

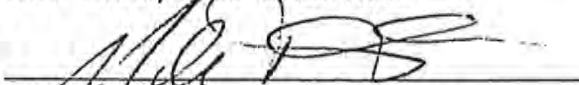
Please be advised that due to the shared property of the existing Library and Town Hall, it has been determined that the cement sidewalk between these two buildings shall be the property boundary for the purpose of the new proposed library project.

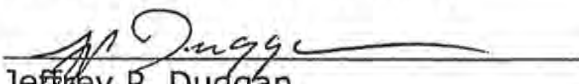
Sincerely,

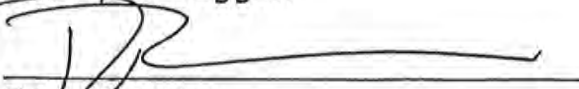
Webster Board of Selectmen


Deborah Keefe, Chairman


Dan Ricci, Vice Chairman


Mark Dowgiewicz, Secretary


Jeffrey P. Duggan


Don Bourque

APPENDIX B
COPY OF TOWN MEETING/CITY COUCIL
VOTE

This is to certify that the following article was acted on at the Annual Town Meeting held May 11, 2009. The meeting convened at 7:04 p.m. and there was a quorum present.

Commonwealth of Massachusetts
Town of Webster
Annual Town Meeting Warrant
May 11, 2009

Worcester, ss

To either of the Constables in the County aforesaid:


In the name of the Commonwealth of Massachusetts you are hereby required and directed to notify and warn the inhabitants of the Town of Webster aforesaid who are qualified to vote in elections and Town affairs to meet in the Bartlett High School Auditorium, 52 Lake Parkway in said Webster on Monday, May 11, 2009 at 7:00 p.m. then and there to act on the following Articles to wit:

ARTICLE 8: To see if the Town will vote (a) to authorize the Trustees of the Chester C. Corbin Public Library and/or the Board of Selectmen to apply for and accept any federal and/or state grants and/or other funds which might be or might become available to defray all or a part of the cost of the design, construction and equipping and furnishing of a new or renovated, configured or enlarged library facility, and/or an addition to the existing library facility, at 2 Lake Street, Webster, MA, and/or for remodeling space within the existing building, to provide additional space and improved facilities to meet the library needs of the Town, and (b) to authorize the Trustees of the Chester C. Corbin Public Library to expend the funds from such grant or grants, to contract for and expend any State or Federal aid available for the project, to enter into any other contracts and to take any and all actions they deem necessary or desirable to effectuate the purposes of the foregoing vote or to carry out the project, or take any action thereon.

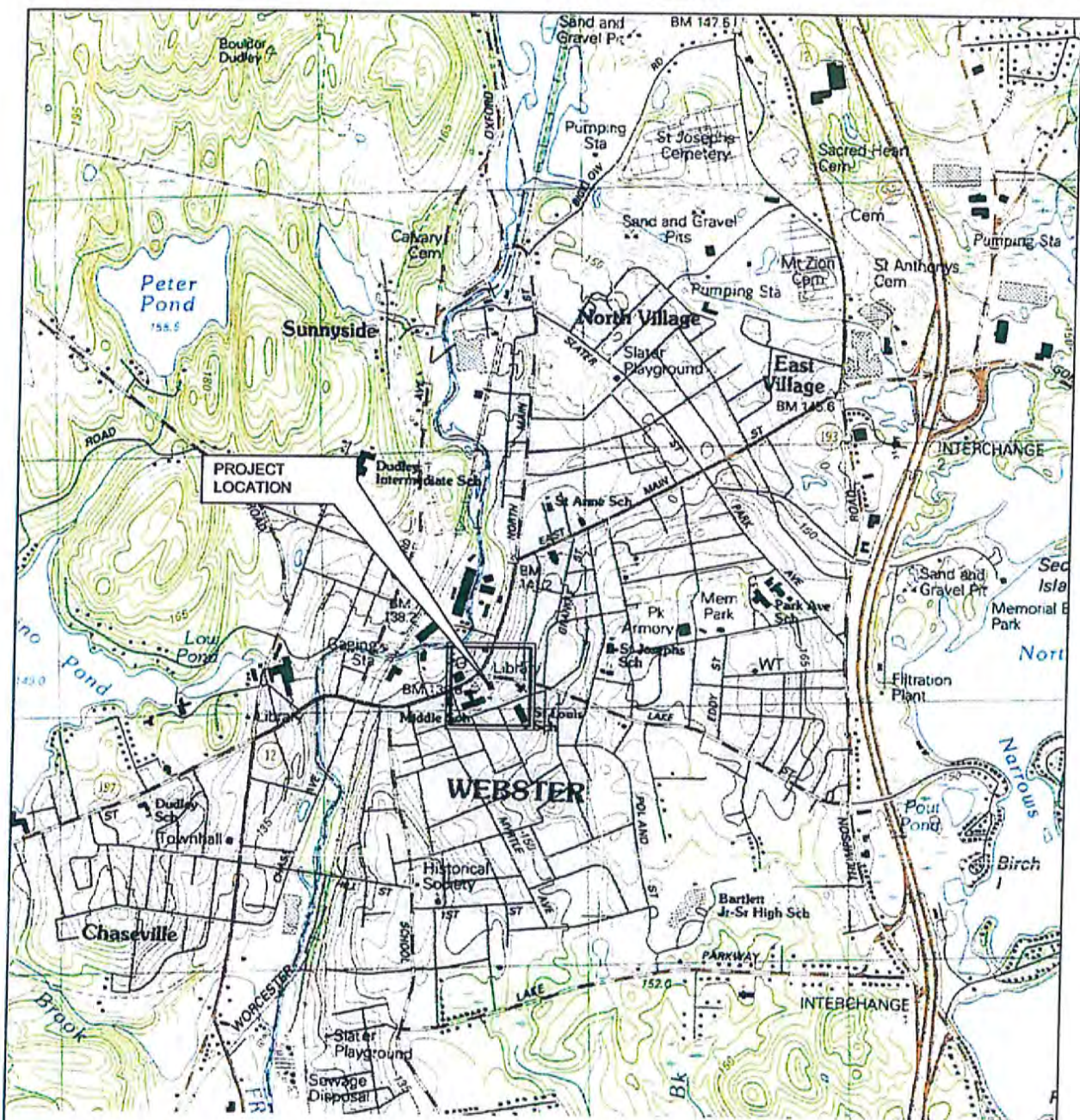
Sponsored by the Board of Library Trustees - Selectmen recommend approval, Finance Committee refer to Sponsor
Decision; The article was passed as read with a unanimous vote.

A true copy,

Attest:


Robert T. Craver
Webster Town Clerk

APPENDIX C
CITY TOWN MAP



Mass GIS: q169862, q169866, q173862, q173866
 Scale: Not To Scale



The
 Berkshire
 Design
 Group, Inc.

USGS Locus
 Chester C. Corbin Public Library
 Webster, Massachusetts



APPENDIX D
PICTURES OF SITE & BUILDING CONDITIONS

BLANK SECTION

APPENDIX E
FLOOR PLANS OF
EXISTING BUILDING

EXISTING Building

CHILDREN'S LIBRARY



MEETING ROOMS



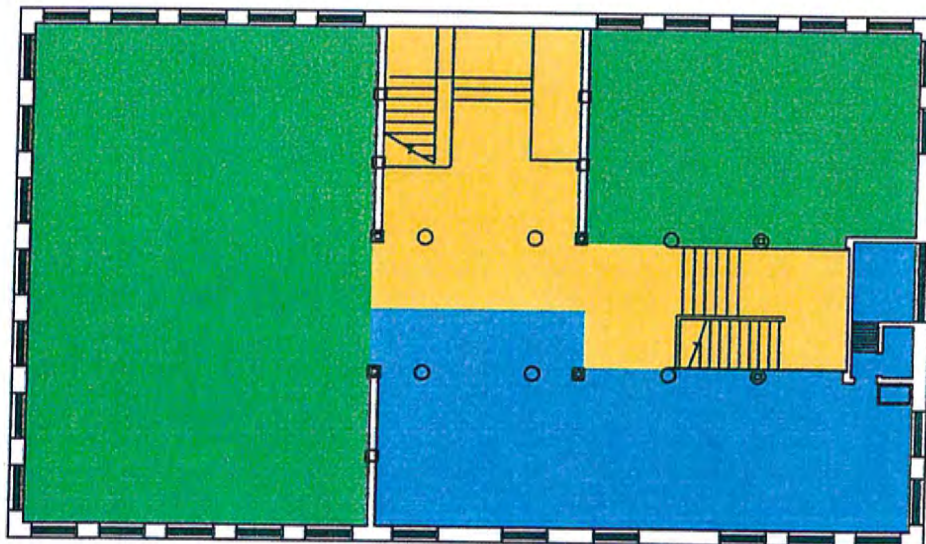
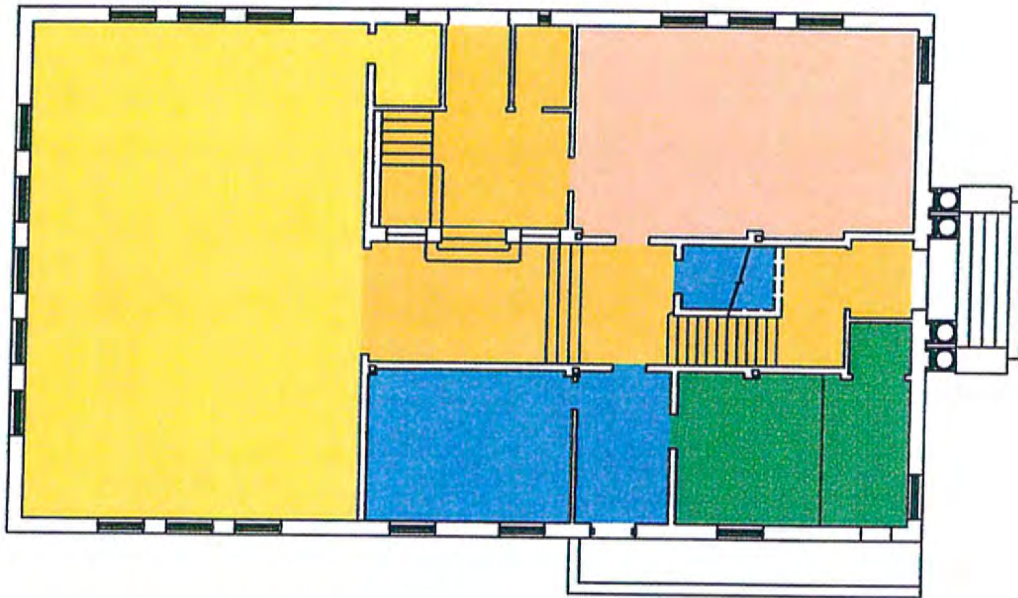
STAFF AREAS



COMMON AREAS



SUPPORT AREAS



APPENDIX F
EXCERPTED PAGES
FROM LIBRARY PLANNING &
MASTER PLAN STUDIES

STRATEGIC PLAN 2010 – 1014

Library Service Responses Goals and Objectives

Basic Literacy

Goal 1: Library patrons will find library resources necessary to address their desire to read and perform other essential daily tasks. The library will provide a learning environment with specialized materials and access to tutors to help Webster patrons reach their literacy goals.

- **English as a Second Language**
 - **ACTION:** The library will hold 2- 4 *Rosetta Stone* workshops per year to assist patrons with the use of language software.
 - **ACTION:** One percent of the annual budget will be used to purchase ESL materials throughout the planning period.
- **GED tutoring**
 - **ACTION:** The library will partner with community groups to initiate GED instruction classes in the library.
 - **ACTION:** One percent of the annual budget will be used to purchase GED materials throughout the planning period.
- **Tutoring or tutorial materials and exam preparation guides**
 - **ACTION:** One percent of the annual budget will be used to purchase exam preparation materials throughout the planning period.
- **Use of instructional media/tutoring software**
 - **ACTION:** The library will hold 2 - 4 online database workshops per year to instruct patrons in the use of these resources.
 - **ACTION:** One to two percent of the annual budget will be used to purchase instructional software via online databases or CD-ROM.
- **Library space for tutors, students and others**
 - **ACTION:** The library will encourage community groups through annually advertised notifications for availability of meeting room space. Press releases, flyers and brochures will be created and dispersed in the fall of each year and will be placed on the library Web site, local newspapers and cable channels.

Business and Career Information

Goal 2: Library patrons will be provided with materials and programs addressing a need for information relating to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

- **Job placement service**
 - **ACTION:** The library will continue to partner with *WorkForce Central* and other local employment agencies to provide job placement and job application tutorials. One to two workshops per year throughout the planning period will be held.
- **Basic Computer Training services**
 - **ACTION:** The Adult Services Librarian will provide basic computer instruction both in the library and at other local community sites. Sessions will be held on an as needed basis throughout the planning period.
 - **ACTION:** The Adult Services Librarian will prepare and keep updated, instructional pamphlets and handouts for patrons learning basic computer skills and other software programs.
 - **ACTION:** Patrons will be able to access online database information through the electronic delivery system and will receive instructional reference services from the Adult Services Librarian on an as needed basis.
 - **ACTION:** The Adult Services Librarian will identify business and career resources and will locate and organize related information on one Web page. Links will include but not be limited to; investment, bid and procurement, Mass General Laws, Code of Mass Regulations, and local law library sites.
- **Fax center**
 - **ACTION:** The library will explore the possibility of installing a patron-accessible fax machine. If funds allow, patrons will be able to use this service by 2011.
- **Programming**
 - **Action:** The library will provide 1 to 2 programs on investing, writing resumes, job interviewing skills and finding jobs through job staffing agencies annually over the planning period.
- **Personal finance seminars**
 - **ACTION:** The library will partner with the MA Bar Assoc. and the Webster Senior Center to provide one to two Elder Care law workshops annually. These workshops will pertain to the planning and implementation of asset protection and other relevant programs.
- **Collection Development**
 - **ACTION:** The Library Director and the Adult Services Librarian will collaborate on selection and purchase of materials which will enhance and support business and career information. One percent of the library materials budget will be utilized to purchase supporting materials.

Community Referral

Goal 3: Library patrons will have access to a wide range of materials describing social, medical and educational services which are available in Webster.

- **Community information database**
 - **ACTION:** The Director, Adult Services Librarian and Youth Services Librarian will meet annually with local community organizations to promote the use of the library for print and online database information.
- **Circulation Services referral support**
 - **ACTION:** By 2011, the Adult Services Librarian in collaboration with the Library Director, Circulation Services Librarian and Youth Services Librarian will develop and maintain a database of available local community services and the necessary qualifications for receiving those services.
 - **ACTION:** In 2011, the Library will provide easy and convenient access to these services through obtaining and creating brochures, and by answering reference questions in person or by email or telephone. This will be accomplished on an as needed basis over the life of this planning period.
- **Promotion of services**
 - **ACTION:** The Adult Services Librarian will advertise the availability of referral services in the local papers, cable channel and radio beginning in 2011 and throughout the life of this plan.

Current Topics and Titles

Goal 5: Webster residents will find, and obtain information about popular cultural, social and recreational materials which will enrich their daily lives.

- **Book Talks**
 - **ACTION:** The Library will continue to offer a monthly book club with a book to movie event each summer.
 - **ACTION:** The Library will continue to offer an audio/hand working or similar club with an educational road trip end of year event which supports one of the arts.
- **Author Book Signings**
 - **ACTION:** The Adult Services librarian will plan and present annual author book signings, based on the interests of residents. The library will continue to hold joint events with local book store "*Booklover's Gourmet*" for additional book signing and book discussion events.
- **Readers' Advisory services**
 - **ACTION:** The library will encourage patrons to widen their reading interests through the provision of advisory services. The Library will utilize brochures, flyers and publicity to advertise these services.
 - **ACTION:** The Adult Services Librarian will attend training workshops on Reader's Advisory services as made available by the Central Regional Library System.
- **Preview Stations**
 - By 2011, the Library will provide access to audio stations for the purpose of previewing books on CD, books on cassette and digital books.
 - The Adult Services Librarian will advertise in the newspapers, Web site and on cable that the library offers this service.
- **Display shelving**
 - The Circulation Services Librarian and Library Director will collaborate on developing a browsing collection of underused fiction titles which would be of interest to patrons. The display will be changed on a monthly basis.
- **Collection Development**
 - The Library Director will annually evaluate, develop and update the fiction and recreational collections which will be of interest to patrons' changing desires.
- **Programming**
 - **ACTION:** The library will provide 2 to 4 recreational programs of interest to residents per year.

Local History and Genealogy

Goal 9: A library that offers Local History and Genealogy service addresses the desire of community residents to know and better understand personal or community heritage. Programs include:

- **ACTION:** The library will offer between 2 and 4 instructional programs in genealogical and historical research methods which will include the Ancestry database.
- **ACTION:** The library will partner with local historians to plan and present two programs per year of interest to the community.
- **ACTION:** By 2011, the library will begin to digitize some of its local historic photographs and make them available on the library web site.
- **ACTION:** By 2011, the Library Director will write a preservation grant geared to repairing and preserving some of the local historical materials belonging to the library.
- **ACTION:** The Library Director and the Adult Services Librarian will seek out and interview one to two local residents for oral history interviews which can be digitized and preserved for future generations.
- **ACTION:** By 2010 the Adult Services Librarian will create Web links to historical and genealogical sites that would be of interest to local historians.

PART 8: STRATEGIC PLAN 2010 – 1014

Children's and Tween Services

Goal 1: The library will build a collection of children's and tweens materials which reflect the borrowing practices and interests of this group and in conjunction with the recommendations from the Parent's Advisory Committee and the Youth Advisory committee.

- **The library will purchase and expand the educational resource collection which supports the Massachusetts Comprehensive Assessment System.**
 - **Action 1:** The Library Director and Youth Services Librarian will partner with the Webster Schools to select and purchase materials which support the educational needs of Webster students.
 - **Action 2:** The library will expand the educational resource collection by 2 to 3 % each year.
- **The library will weed and expand the Juvenile fiction, non-fiction, online, audio and video collections.**
 - **Action 1:** The Youth Services Librarian will regularly weed the fiction, non-fiction and media collections as needed.
 - **Action 2:** The Youth Services Librarian, in collaboration with the Director, will expand the juvenile and young adult collections by 30% each year.
- **The library will expand the picture and board book collection.**
 - **Action:** The Youth Services Librarian in collaboration with the Director, will increase the picture book and board book collection by 10% each year.

PART 9: Young Adult Services

YOUNG ADULT SERVICES

Goal 1: The library will build a collection of young adult materials which reflect the borrowing practices and interests of this age group and in conjunction with the recommendations from the Youth Advisory committee.

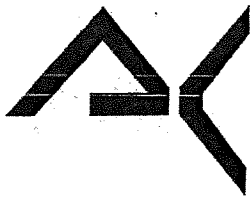
- The library will weed and expand the young adult fiction, non-fiction, audio and video collections by 10 % each year
- **Action 1:** The Youth Services Librarian in collaboration with the Youth Advisory team will collaborate on the selection and purchase of the graphic novel collection.
- **Action 2:** The Youth Services Librarian in collaboration with the Youth Advisory team will plan and present between 45 and 50 regular scheduled programs of interest to young adults. Programming can include field trips to museums or other local educational organizations.
- **Action 3:** The Youth Services Librarian will establishment a Young Adult book discussion group and hold 4 to 8 programs per year.
- **Action 4:** The Youth Services Librarian will collaborate with local high schools and older youth specific local organizations to serve as liaison to the library and to initiate programs of interest to local youth.

Facility Management

Goal 10: Webster residents will find the library a safe and comfortable place as they use the facility for their information needs.

- **Library Building Construction**
 - **ACTION:** The Library Director and the Board of Library Trustees will continue to work with the Library Building Committee and Architect to plan and present to town meeting a library building design which meets the criteria for standards set by the Massachusetts Board of Library Commissioners.
 - **ACTION:** The Library Director will write a library construction grant as offered by the Massachusetts Board of Library Commissioners and any other grants available for the proposed project.
 - **ACTION:** The Library Building Committee will actively work with the Board of Library Trustees and Library Director to facilitate community meeting sessions to update the residents on the progress made during each step of the library construction process.

APPENDIX G
LIBRARY BUILDING
PROGRAM



Aaron Cohen Associates Ltd

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Croton-On Hudson, NY 10520

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**MASTER FACILITY PLAN
FOR
CHESTER C. CORBIN PUBLIC LIBRARY,
WEBSTER, MASSACHUSETTS
MARCH 20, 2006**

EXECUTIVE SUMMARY

This document contains a Master Facility Plan for Chester C. Corbin Public Library that will serve the population of the Town of Webster, Massachusetts, for the next 20 years. The Plan consists of a Needs Assessment and a detailed Building Program for the library's expanded or new building. This Master Facility Plan is designed to facilitate the development of plans for a renovation/new addition -- or a new structure that may or may not incorporate the existing historic library building.

The library building was erected in 1921 when Webster's population was 13,258. By 2000, the population grew to 16,415 and by 2025 it is projected to be 18,752. The building, constructed of beige brick with granite trimmings, contains approximately 7,400 gross square feet. Since it is virtually unchanged since its construction, it cannot handle modern library service and technologies. Investment is required either to provide a renovation/new addition or replace it. The electrical systems and user spaces need substantial reorganized for services that include computers and networking. The building needs an adequate HVAC system, accessible collections and more user seating.

The idea is to create a larger building that is arranged differently but much more efficiently than the present one; a building that will house "more than just a library." Containing 21,371 gross square feet, this building will satisfy reorganized and streamlined operations and encourage public use of traditional and innovative services far into the century. As compared to the existing building, the benefits of this structure include:

- More client/user spaces in terms of seating, interactive computers, meeting and programming space.
- More accessible collection and display space for materials.
- More staff support space, especially as it directly relates to client services.
- Efficient spatial organization to enable more effective operations.
- A building infrastructure that can change as modern library services change.

Major elements of library services in the expanded or new building are as follows:

Collection – The size of the collection will be based on collection development needs. Shelving in the public areas will be increased from 3,129 linear feet to 6,736 linear feet over the next twenty years. In tandem with regular weeding, the increases will enable much better access to the collection than is the case right now. Changes in collection areas such as Reference and Periodicals also are predicated upon weeding outdated materials and/or replacing them with electronic media and online services. In addition, historic materials must be cared for and stored properly (Humidity and Temperature Control). Electronic media and online services will be expanded throughout the library with wireless networking in the reading and reference rooms.

Seating – There will be a significant overall increase in the number of user seats - from 24 to 119 reader seats, from 7 to 19 equipment seats/stations. In addition, the library will feature 8 group seats in each of two Group Study rooms and 150 seats in a Meeting Room. These seats do not exist presently. These increases are a response to the pub-

CHESTER C. CORBIN PUBLIC LIBRARY

lic's demand for more seats in the library as well as pressure to deliver more educational and cultural activities.

Service Delivery – The service desks must be improved for efficient customer service. The circulation service desk (circ/self-checkout desk) will be integrated into the building entrance to provide easy check-in and check-out of library materials. The library will provide more clusters of furniture/computer workstations, arrays of information databases, help and tutorial systems, network services, and wireless services.

Technology - Expanding technology without electrical power limits the library's delivery of 21st century services. It also limits patrons' abilities to use information tools such as laptops and wireless networking. The building will be able to handle network computing. It also will have the ability to provide cultural programs with media support. The patrons without a PC at home will cross the digital divide and use the facility's computers for homework and online research and to connect with family and friends.

Training, Meetings, Story Hour - To update the public's and staff's information skills in an ongoing manner, the space at the new library building is allocated in the form of rooms for homework projects, group training, etc. In the computer training room, staff will be able to provide formal instruction on how to use various types of software and how to find specific types of information. The large meeting room can be divided into smaller rooms and have distance learning and video conferencing capabilities. Internet access and collaboration study spaces will be integrated to support homework and tutoring. Children's Services will contain a Story Hour Room that has the ability to expand when a very popular program takes place.

Please note that many patrons prefer and will continue to prefer print materials for the foreseeable future. Therefore, a collection balance is required. The print collection tends to be eminently portable. Print materials, however, require efficient processing within the building to keep staff costs to a minimum. Eventually, users will be able to search, browse, read, listen or view any content from a digital tablet/desktop docking system. Computers will allow plug-ins for little portable devices and, with a flick of a switch, be able to either download or receive online the same material from a web-site accessible via the network. The demand for small, portable Jump drives, IPOD's and MP3 players illustrates that digital materials impact library collection delivery. The audio/video collections are some of the most popular resources at the library. Chester C. Corbin's patrons want CD's and DVD movies as well as books and periodicals.

Obviously, these innovations will have a major impact on the services housed in the limited existing structure, where rows and rows of book stacks are no longer deemed accessible. People want to browse information. The library will support programs for a wide variety of groups within the community. The future building will be connected to cultural activities, book clubs, and do-it-yourself related materials. Reader's advisory services and a homework center will support the community with focused resources.

The future library will support laptops and/or flexible digital devices. Although standard PC's are currently located in the facility for patrons and staff, laptops and smaller digital tools will allow flexible seating in public areas.

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PREFACE

We would like to thank the Chester C. Corbin Public Library's Director, Library Needs Study Committee and members of the library staff and for their help in the creation of this document.

Library Director:

Joseph Rodio

Library Needs Study Committee:

Joan Czechowski
Debbie Keefe
Paul Macek
Carla Manzi Ostrokolowicz
Jean Travis

Members of the Library Staff:

Adult Services Librarian
Custodian (DPW staff)
Children's Librarian

Lee Ann Amend
James Chauvin
Dorothy Morse, Eliza Langhans

SECTION I: INTRODUCTION

HISTORY OF THE LIBRARY BUILDING

The roots of Webster's public library date back to 1863 when the Young People's Library Association began work towards establishing a "public library system" for the Town. A private Webster Library Association, with Chester C. Corbin as an incorporator, was formed in 1867, and non-members were allowed borrowing privileges by 1875. At the 1889 Town Meeting, the Free Public Library was established with an appropriation of \$1500.

In 1918, Augusta E. Corbin bequeathed a large sum to the town for the purpose of building and maintaining a public library in memory of her husband. Land was acquired in 1919, construction began in 1920, and the building opened to the public on July 30, 1921. The building was designed by the prestigious New York architectural firm of Tilton & Githens. With the exception of an elevator installed in 1998 and a new roof in 2003, no major structural improvements have been made since the building was originally constructed.

DESCRIPTION OF THE COMMUNITY THE LIBRARY SERVES

Chester C. Corbin Public Library is located in the Town of Webster, Massachusetts, a medium size community in the County of Worcester and in the City of Worcester metro area. Founded by Samuel Slater and incorporated in 1832, Webster was once an industrial center due to its abundant water supply. Throughout the nineteenth century and into the twentieth, textiles and shoe factories flourished. Today, there are a host of reminders of Webster's past. Many downtown streets are lined with mill housing – inexpensive, identical houses built by factory owners to house their workers. Upscale homes exist around the perimeter of Lake Chargoggagoggmanchauggagoggchaubunagungamaugg, which has the longest place name in the United States. The name derives from the Nipmuc language, and there is a nearby state-recognized reservation for the Nipmucs.

By far, the Town's richest asset is this beautiful fresh-water, spring-fed lake. Water activities abound such as fishing, waterskiing, swimming, boating and sailing on this magnificent five mile long lake. Also located on its shores is the well-known "Indian Ranch", the New England home of Country Music which for many years has drawn visitors to Webster from all over the northeast.

Webster's population is overwhelmingly white: 94.82%, many of whom are from diverse ethnic backgrounds. Of the rest, 1.11% are Black or African Americans; 0.34%, Native Americans; 0.95%, Asians; 3.95%, Hispanics or Latinos of any race; 1.49%, from other races; 1.29%, from two or more races. The 2000 Census data indicates 16,415 people reside in Webster's 12.49 square miles. Estimates are that by 2025, this number will rise to 18,752.

CHESTER C. CORBIN PUBLIC LIBRARY

Also, according to the 2000 Census, housing units number 7,554. Of these 3,740, or about half, are owner-occupied. The rest are rentals. There are 6,905 households out of which 28.2% contain children under the age of 18; 45.4% contain married couples living together; 11.8% have a female householder with no husband present; 38.1% are non-families. Households made up of individuals amount to 31.7% and 13.5% contain someone living alone who is 65 years of age or older. Although the average household size amounts to 2.34 people, the average family size amounts to 2.94 people.

Webster's population age groups are divided as follows: 23.2% are under the age of 18; 7.4% are between 18 and 24; 30.6%, between 25 and 44; 22.2%, between 45 and 64; 16.7%, 65 years of age or older. The median age is 38 years. For every 100 females there are 92.8 males while for every 100 females age 18 and over, there are 88.9 males.

The median income for a household in the Town of Webster is \$38,169, somewhat lower than the rest of Massachusetts. The median income for a family is \$48,898. Males have a median income of \$37,863 versus \$26,912 for females. Per capita income in the Town is \$20,410. About 11% of the population and 8.1% of families are below the poverty line. Out of the total population, 12.7% of children (under the age of 18) and 14.5% of those 65 and older live below the poverty line.

As for education, 25.7% of residents 25 and older are high school graduates; 25% have some college, or received an associate's degree; 10.1% received a bachelor's degree; 5.8% received a Masters, professional or doctorate degree.

Webster's citizens are employed in a variety of occupations. Of the population 16 and older who reported their jobs, 32% work in Administration and Clerical Support and in Precision Craft and Repair. Another 30% work in sales, as machine operators and as technical professionals. The rest of the population is divided among the Census's other reportable occupations.

Within the Town, manufacturing still employs the most people: 1,117. Retail trade employs the next largest group: 933 people. Other sectors include health care and social assistance with 251 people; administrative and support, and waste management and remediation services with 76 people, and professional, scientific and technical services with 29 people. The Town also has 37 accommodation and food service establishments, 17 professional, scientific and technical service providers, 17 real estate and rental/leasing companies, 5 arts, entertainment and recreation establishments and several merchant wholesalers.

SECTION II: FINDINGS**FACILITY ASSESSMENT**

Once, nearly everyone could walk to their local library. Now, in light of increasingly mobile American lifestyles, a large percentage of people drive. This is true for the existing Chester C. Corbin Public Library. The present library site is close to the Town's center but suburban patrons drive to the library. The library is in a part of the Town that, according to Massachusetts Population Projection Data, has grown 21% over the last 15 years.

The 2000 estimates are that the library serves a population of more than 16,000¹. Chester C. Corbin Public Library's building is too small to serve a population of this size. It contains only 7,400 gross square feet (GSF). It is able, however, to house a modest set of services for the community, including Reference, Adult, Children's and Interlibrary Loan services. Indeed, because of these services and the quaintness of the building, some residents view the library as a home for the community.

During our consultants' workshop, tour and interviews, it was evident that the services of Chester C. Corbin Public Library are in a state of transition. The 1921 building has served its purpose. Its deficient facility has caused library patrons to depend on surrounding towns, notably Dudley and Oxford, for services. For example, in FY04, public library rankings released by the Massachusetts Board of Library Commissioners showed that, of 53 communities within its population group, Webster ranked 51st in operating income, 50th in materials expenditures, 53rd in holdings, 44th in MLS FTE per capita, and 53rd in circulation. Clearly, considerable potential exists for improvement in terms of financial support. The community will receive improved services when the library improves its infrastructure.

During our tour, service functions were rated for their strengths and weaknesses. Participants discussed the building, staff and historic resources, and rated the library a D+ on a scale from A to D. The results indicated that the facility requires substantial investment and improvement of its infrastructure just to provide current services.

An assessment of the library building made in 2004 reveals the following facility needs and conditions:

- Although the roof was replaced in 2003, long-term water damage has caused severe damage to the ceiling and wall plastering on both levels.
- As part of the 2003 roof project, the library's drainage pipes were cleaned. However, the pipes leading from the gutters to the storm drains consistently back up.
- The original 1920 electrical system is unable to handle modern technology. The addition of computer workstations for staff and the public requires the expensive

¹ See U.S. Census data.

CHESTER C. CORBIN PUBLIC LIBRARY

use of electricians to find unique ways to add power and cabling to various corners of the building. An extensive upgrade of the electrical system will be required before an adequate HVAC system can be installed.

- The lack of electrical outlets throughout the building has limited the ability to expand technology without costly electrician expenses. This also limits the ability of patrons to use laptops, of program speakers to use slide or media projectors, and even of the building custodian to vacuum all corners of the building.
- Both interior and exterior lighting is insufficient. Although interior lighting was upgraded for energy efficiency in the early 1990s, large decorative columns and book stacks create many "dark spots" throughout the building. Lighting in the computer area is not designed for computer use, causing glare on screens. Some interior ceiling fixtures are pulling away from the ceiling due to previous water damage. An unattractive light fixture partially obscures the main level's skylight. On the building exterior, fixtures have been added for safety and security but it remains difficult to illuminate all possible areas.
- Concerning possible building code violations, the report entitled Handicap Access Recommendations for the Chester C. Corbin Public Library, by the firm of Strelakovsky and Hoit in 1996, contains a section entitled "Building Code Compliance" that reads:

"There are many areas where existing building features are not in compliance with current applicable Codes. These include but are not limited to the lower floor level being open to the upper level and the lack of separate sex toilet facilities on each floor."

- Based on the "Handicap Access" report, over \$240,000 was spent on recommended compliance measures, including installation of an elevator. These actions improved access while sacrificing significant public space. The report states that even with these improvements:

"... the building will not be "fully accessible" as defined by the Massachusetts Architectural Access Board, as there will remain some areas and parts of the building not in compliance".

- Among the areas not accessible by elevator are an under-the-stairs closet used for storage of periodical back issues and assorted supplies, the boiler room and custodian's work area, and the staff work room – the only room in the building devoted solely to staff work space.
- The open design of the main floor, basically one large room with book stacks used as dividers, contributes to high noise levels. Conversation in the computer room is heard quite clearly in the reading room and vice versa. Since the staff, including the Library Director, does not have enclosed office space, there is no

CHESTER C. CORBIN PUBLIC LIBRARY

confidentiality for business conversation or telephone calls made from the staff desk areas.

- A lack of quiet study space prevents people seeking such space from using the library. Library staff received frequent requests for such space and the only solution at present is to offer use of the meeting room. The meeting room also functions as the staff break room, which can cause inconveniences for all. The same issue applies to tutors and students who meet (or wish to meet) regularly at the library.
- If the Library Director needs privacy for confidential business, he must use the library conference/meeting room. This room is frequently used by community groups and may not be available when needed by the staff. Since this room is also used as a break area for staff, meals and breaks need to be planned around use of the room by outside groups.
- The building is not energy efficient. The windows are original to 1920. Many of them will not open or close. Even when closed, they are drafty in the winter and contribute to large heating costs. The heating system itself uses steam radiators to heat the building. This dated system proves uneven at best, with some areas being extremely warm in winter while others remain uncommonly cold. The exposed radiators, located in narrow spaces at the end of the fiction shelves, are dangerous to browsing patrons in winter.
- The original varnish used on the oak paneling and shelves, along with some painted areas of the building, probably contains lead. Further testing needs to be done.
- Settling of the main entrance's granite steps has caused uneven joints between the risers. These areas have caused patrons to trip and fall. Other areas of the granite have chipped, requiring concrete patch jobs. These risers support granite columns; repair will be both complex and costly.
- The library has two large staircases that are attractive, but not efficient. In a 1993 letter to Webster's Library Director, MBLC Library Building Consultant Patience K. Jackson wrote:

"It is unfortunate that so much of your building is taken up by the massive staircases. Not only is there a great deal of space wasted, but the inefficient layout does not permit security for either staff or equipment."
- Patience Jackson also cites security in the same letter when she writes that "there are a lot of spaces to lurk." Specifically, the public restrooms and conference room are not visible from any staff work area. Neither are the boiler room and staff work rooms.

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- Ms. Jackson's letter includes the following comments in her assessment of the building:
 - "Much smaller than what is necessary for adequate library service to a population of [then] 15,600 Only .4 square foot per person."
 - "Obviously ... needing an increase in space available for library service."
 - "Building offers problems in geometry that only an architect can address."
 - "A sizeable addition would probably be necessary"

A Strategic Planning Committee consisting of library staff, Trustees and community representatives recently completed a new Strategic Plan. In discussing the planning methodology, the report states:

- "Staffing and space limitations, especially in the need to improve children's and teen's services, proved frustrating as the committee examined issues identified in the library's community survey and the ability of the library to meet those needs. In an ideal setting, additional space could be allocated for expanded services, and staff could be assigned to new functions."
- Currently, there is no available space for a separate young adult area. There is also no additional space to be allocated for Children's Services. The survey identified these areas as being major community needs that residents want the library to address.
- The library lacks appropriate space for children's Storytime activities and play. Storytimes are held in the middle of the children's room, disrupting regular use of the area. There is one small closet for storage of supplies and no nearby preparation or clean-up area for crafts. There are no designated restrooms for children and the existing restrooms are not visible from the children's room.
- There is no designated area for young adults to congregate. A small collection of young adult and teen materials was started in 2004, but this collection is somewhat lost within the main adult reading room with other adult materials. The lack of quiet spaces within the library can cause friction between those users looking for quiet space and others simply wanting to "hang out."

The Strategic Plan does include the following goal: "Webster residents will enjoy quality library services in a comfortable and properly maintained facility." The library Mission Statement states in part that the library "...provides a comfortable environment where citizens are free to pursue intellectual recreation and personal development." It remains a challenge to provide quality services in a building with such functional limitations.

According to *Public Library Space Needs: A Companion Workbook* by Anders C. Dahlgren, the library needs 8,392 square feet just to house its current collection and services. Using the requirements outlined in this workbook, the library has only 83% of the space needed for the current collection – a collection that ranks below the Basic Level of every category in the Wisconsin Public Library Standards Service Targets. Growth of

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the collection and acquisition of new media has been and is severely limited by space constraints.

When planning a renovation/new addition or new library building, one must design for a twenty-year time frame. Based on the projected 2025 population of 18,752 residents, the library building contains only 33% of the 21,181 square feet needed to house a collection and services that meet the Basic or Moderate Level Service Targets of the *Wisconsin Public Library Standards*. Furthermore, utilizing Massachusetts Public Library Construction Program's Guidelines for Seating and Parking, the current library building can only offer 45% of the seating and 30% of the parking that will be needed to serve the Town's population in 25 years.

Because of information technologies and the power required for computing, thriving public libraries need an infrastructure to provide for expanding electronic services and to respond to the public's need for cost-effective and excellent library services and delivery. Even so, the number of available print materials always is limited by the square footage available. Today, more and more books, periodicals, and similar types of materials are pressing the edges of library buildings. New titles seem to appear each day. Simultaneously, the use of the World Wide Web has been increasing at geometric rates stretching libraries such as Chester C. Corbin's building infrastructure even further.

At quality libraries, staff members do their best to serve the information needs of individuals, businesses and government by delivering excellent library services. They provide users with up-to-date print and electronic resources, including subscription services often too costly for individuals and small businesses to bear. As one Corbin interviewee noted, "We have a wealth of free information here – no matter what subject or format – but it is too hot in the summer and it limits our children's ability to sit and read."

The data gathering, interviews and meetings also revealed the need to expand programming space and develop better ways to properly store historical materials. These issues were unmistakably evident to the library's patrons. The library requires support from the community to handle continuing challenges. Inadequate funding and attendant issues have been caused by years of low expectations. Trustees and management are ready to improve services and provide them cost effectively.

Throughout the course of this study, it was found that the community and the staff working at the library share the expanded service vision of what constitutes a state-of-the-art public library. Some members voiced the need for better lighting, building integration and a place for young adult programs. Others asked for better collection display and more computers. The current configuration of the collection limits print browsing with a large block of books behind the circulation desk. Often, patrons think these books are off-limits to the public. Finally, a new concept for community programming surfaced as a way to integrate cultural, educational and information learning into the facility.

The result is a directive to reinvest in the library with a building plan for the future. The program in this document addresses ways in which the library can house improved, streamlined and innovative library services, and contain technologies to deliver interac-

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tive programming and cultural services. Services, programs and operations will be governed openly, operated efficiently and driven by a determination to make the library more than it is today. As the planning for the renovated/expanded or new building moves forward, the following pledges must be made:

Commitment to Change:

As a service organization dedicated to improvement, the library must be committed to rethinking roles and rethinking spaces. This is not an academic exercise. The renovated/expanded or new building must be eminently flexible and friendly to both traditional and new technologies.

Commitment to Secure Financial Resources

Capital funds are required for the construction of a renovated/expanded or new library building for improved collections and new and quality services. These are the major goals. The potential exists to address electronic information technologies in a thoroughly professional on-going manner. Not all of this can be accomplished without sufficient funding, some of which may have to be found in the private sector.

Commitment to Meet Professional Library Standards

The library's present operations must continue to move toward up-to-date professional library standards. These standards will have an important impact on the design of the new structure. Space limitations of the present Chester C. Corbin Public Library building have prevented efficient and effective use of the staff. They also have determined functional relationships, often negatively. For the renovated/expanded or new building to last twenty years without major renovation, the layout must be amenable to a constantly evolving organization.

Commitment to Best Business Practices

To operate the Chester C. Corbin Public Library in the most efficient and effective manner possible, needs include staff spaces that support lower operational costs and a security system that provides staff with the ability to control the environment. The traditional library model is no longer viable.

To improve service outputs, service relationships with constituents and excellent tools must be put into place. Technology to minimize staff handling must be utilized:

- Patrons should be able to pay fines; register for programs, cards, etc. online
- RFID should be used for circulation, security, inventory
- Self-checkout stations are needed to express borrowing
- Time-out and usage registration should be utilized on the PCs
- Information tools are needed to assist with selection, acquisition, and cataloging

SECTION III: PROCESS

PLANNING AN ENHANCED LIBRARY BUILDING

For Chester C. Corbin Public Library, it is essential to provide its customers with an attractive library building; one that draws people. A well-done building promises to increase visitation in its own right. People are curious. Many Webster citizens will tour the building at least once to see what it contains and how it works. If it is attractive inside and out, people will keep coming -- provided a variety of relevant services and programs draw them back. The idea is to keep the regular patrons and attract new users.

As with many public libraries that acquire a renovation/new addition or a new library building, the first decision to be made concerns what level of activity should be induced in the facility. It is implied that the enhanced building will enable the library to construct a future as a center of study, services, culture and programming. Thus, the layout should:

1. Establish substantial display with face-out merchandised materials (including best-sellers, videos, and CDs) to generate greater use from regular and new users.
2. Spread public access networking throughout the building - computers should not be confined to only one area -- and also encouraging patrons to bring in their own laptops and connect to wireless networking hubs.
3. Replace appropriate print periodicals with electronic media and/or online services.
4. Increase programming of cultural events designed to enhance the community.
5. Promote new collections, and readers' advisory services to expand usage of public funding.
6. Expand Children's Services, including after-school homework help and regular vital programs directed to their parents and caregivers.
7. Provide a Young Adult area that encourages teens to focus on positive work; community volunteering, homework, etc.
8. Provide a key location to obtain business-development materials and home schooling materials.
9. Make the library a destination -- the 3rd place -- not home or school (or office) -- a place for the community to share.
10. Create a place within the community for special events -- meetings, discussions, teaching, and training.

11. Preserve local history by providing a Local History/Genealogy room that conserves archival materials, improves access and encourages research.

PATHWAYS AND ZONES IN THE NEW BUILDING

Internal traffic and its organization are very important aspects of library design. Pathways need to be clearly defined. All zones need column and wiring infrastructures that enable easy rearrangement.

Easy rearrangement ensures that each zone is modular and contains movable components. Furniture should not be fixed in place unless it is absolutely necessary. Protruding floor monuments containing electrical receptacles and/or network connections should be minimized or eliminated entirely. Care should be taken with bookstacks so that any cross-ties, connections to the floor, etc., are relatively simple to remove with specialized tools. Display units and traditional shelving should create an interesting visual, interactive experience.

All Service Desks must be modular and located in high traffic areas. In all cases, Service Desks should be attractive and very visible from all major traffic routes.

The various public zones should contain tables and chairs that are at once handsome and durable, and designed for heavy public use. Where feasible, tables should be of different sizes and shapes to suit different client needs. The lighting in these zones must not be glaring.

The "e-Commons" should be located in full view of the Service Desk but not so close as to impede traffic. All furnishings and equipment in the e-Commons should be very easy to change and rearrange. Indeed, groups of the furniture/computer workstations should be zoned so one does not see all computing stations in one large vista. The area must be able to be easily rearranged in order to conduct computer training classes.

Sometime in the future, a wholesale defection will take place from big box computers to laptops and from wired communications to wireless PDA's and cell phones. Thus, over the next 20 years the layout for the e-Commons will change dramatically. The idea is to create a friendly, dynamic environment that entices library visitors to use the e-Commons' services. This means that the walls, columns and physical dimension between them must not inhibit flow and movement.

One metaphoric way to understand the public role of the renovation/new addition or new library building is that people do, indeed, vote with their feet. Since mainstream culture tends to value personal experiences in an age of disposability and consumerism, each zone in the new building should have an interior that points patrons to a community of practice. This is a place where they can find the information they want or the help they desire. Visual clues should define library materials, particularly the most heavily used materials. For example, as many seniors read newspapers and like quiet spaces, they

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should have a place that addresses their needs. Also the location of public computers, copiers, self-checkout devices, public telephones and similar equipment need to be integrated into a flexible scheme that staff can support easily. They should do their best to help customers gain certain knowledge-building skills without being overwhelmed by an infrastructure that does not bend. Experiences occurring within the library should be as personal as feasible within the constraints of staffing. Where possible, experiences should also be open-ended, multi-sensory and interactive. Their centrality promises to create a comfortable counterpoint to traditional passive library services.

The stand-up online public access catalogs (OPACs) should perform intelligent inquiry functions, i.e., answer the most commonly asked questions. Consider outfitting these computers with smart voice recognition and an inquiry bulletin board. The public area should also contain a photocopier. In the future, self check-out stations will also be located near the entrance. The idea is to have patrons check out their own materials and diminish inconvenient lines at the Circulation Desk. The current desk blocks traffic in and out of the facility limiting patrons' ability to enter and get to work.

In regard to the Service Desks, efficient design is essential. All Desks will be staffed with people who have the knowledge that the patrons desire. Staff can provide research and value-added services. The staff can help patrons by performing:

Literature searches	On-line searching
Directional responses	Publication help
Referrals	Ready reference

The librarians at the Desks should also have information about other services as well: document delivery, electronic or mail delivery, virtual user education, extended loans, rentals, packaged information, alert services, etc.

As a major service concept, the main emphasis for the architect will be the creation of visual "open spaces." In areas of high traffic such as the Popular Library, primarily display bookstacks should be used. The interior should have few barriers such as solid walls. Certain furniture and equipment should be on wheels that can lock. Wheels will enable mobility and ease of rearrangement.

In the renovation/new addition or new library building, mobility is the key word. Staff is aware that that it is essential to keep up with the times. The rising M-Generation (those born between 1984 and 2004) does not want to conduct business in "the same old way."

Given that this generation of college students has grown up with computers and video games, the students have become accustomed to multimedia environments: figuring things out for themselves without consulting manuals; working in groups; and multitasking. These qualities differ from those found in traditional library environments, which, by and large, are text-based, require learning the system from experts (librarians), were

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constructed for individual use, and assume that work progresses in a logical, linear fashion.²

The techniques that the M-Generation has been learning at school and using at home must be reflected in the service mix of the public library. The M-Generation requires a different service mix, i.e., wireless, internet computers versus traditional reading room functions. We must recognize that technology has changed the way the library provides information tools to the public.

² Lippincott, Joan, "Net Generation Students and Libraries," *Educause Review*, March/April 2005, Volume 40, Number 2.

SECTION IV: NEEDS ASSESMENT

Collection

At present, the collection consists of approximately 3,129 linear feet (l.ft.) of shelving. The shelving configuration is fairly tight for a public library. Even though a number of books and videos are circulating at any given time, the configuration does not incorporate into the mix sufficient display shelving for new media or a reasonable amount of face-out display for browsing. Unfortunately, limited space for book stacks limits display. The collection should provide space for current topics and titles, do-it-yourself materials and business related materials (job resources, investments, educational resources).

There are other drawbacks to having such a tight configuration. For example, as the collection changes and grows, it requires more shifting, a staff-intensive and disruptive task at best. Shifting is needed because new acquisitions must be placed in proper sequence within their subject categories. The same thing is true of returning materials

Traditionally, to provide reasonable space, the print collection should be housed at a maximum of 10 volumes or volume equivalents per linear foot. As more display space is required, this number should be reduced to 8 volumes or volume equivalents per linear foot.

Projections that begin on the next page indicate that the collection will grow from the present number of 3,129 l.ft. to 6,736 l.ft. in twenty years, enabling the library to increase the number of its print holdings. Furthermore, materials now crowded onto shelving will be housed more reasonably in keeping with professional standards. Since multimedia items are getting smaller and replacing print, over the next ten to twenty years the square footage allocated to shelving will be more than sufficient for growth. In fact, the space required to house the entire collection will eventually diminish over the life span of the building.

Based on the current Wisconsin Public Library Standards recommended by Massachusetts Board of Library Commissioners, the collection needs calculates as follows.

For a population of 18,752 projected for 2025, the amount of volumes per capita:

Basic – $3.02 \times 18,752 = 56,631$ volumes or 5,663 linear feet

Moderate – $3.38 = 63,382$ volumes or 6,338 linear feet

Advanced – $3.32 = 78,383$ volumes or 7,838 linear feet

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Collection Profile

The following is a chart representing the current year 2005 collection and based on calculations and the projected library needs year 2025 collection profile in linear feet of shelving.

Department	Collection	Year 2005		Year 2025
		Shelves	Linear Feet	Linear Feet
Adult Collection	Non-Fiction	350	1,050	2,100
	Fiction	245	735	1,470
Popular Library	Friends of the Library Book Sale	2	6	12
	New Fiction	6	18	36
	New Non-Fiction	6	18	36
	Large Print	30	90	180
	Audiobooks	24	72	360
	Audio Visuals (CD's, DVD's, Audio and Video Tapes)	34	102	342
	Paperbacks	8	24	90
Local History	Local History Collection	32	96	150
Teens	Teen Collection	20	60	170
	Teen Display			15
Reference	Reference Collection	62	186	270
Periodicals	Current Periodicals	12	36	75
	Backup Periodicals	6	18	
Children	Picture Books	24	72	210
	Easy Readers	6	18	76
	Audio Visuals (CD's, DVD's, Audio and Video Tapes)	-		42
	Juvenile Fiction	32	96	192
	Juvenile Non-Fiction	110	330	660
	Juvenile Audiobooks	3	9	62
	Reference	12	36	72
	Videos, DVD's, CD's	17	51	40
	Parenting Collection	-		64
	Juvenile Periodicals	2	6	12
TOTALS		1,043	3,129	6,736

In the Building Program, linear feet of shelving are translated into square feet that detail the space required for each type of collection.

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User (Reader) Seats

Reader seats must incorporate access to electronic information, tutoring services, internet users and varied noise levels. Appropriate lighting around user seats should allow for flexibility and adaptability of environment. The library should provide flexible tables that can be moved and adapted for collaborative behavior. Reader seats within the library should comprise lounge, table and chair, and desktop seating.

The chart below outlines the number of existing seats in the Chester C. Corbin Library.

Existing Seating for the Year 2005								
Department or Area	Lounge Seats	4-Person Table Seats	1-Person Table Seats	OPAC Stand-up Stations	Computer Work-stations	Microform Work-stations	Group Study Seats	Remarks
Reference		2			4	1		overcrowded, noisy
Circulation				1				
Reading Room	4	4						open area, noisy
Landing			1					typewriter, not accessible
Children's	3	3		1	2			not enough
Subtotal	7	9	1	2	6	1		
Total Reader Seats				24				
Equipment Seats/Stations				7				

Based on the current Wisconsin Public Library Standards recommended by the Massachusetts Board of Library Commissioners, the seating needs calculates:

For population of 10,000 – 7.0 seats per thousand

For population of 25,000 – 4.5 seats per thousand

For future Webster population of 18,752, we will use an average of 6.0 seats per thousand:

$$18.752 \times 6 = 113 \text{ reader seats.}$$

This does not include equipment seats and group study or meeting seats.

The following chart outlines the number of future seats for the Chester C. Corbin Library.

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Future Seating for the Year 2025								
Department or Area	Lounge Seats	4/6-Person Table Seats	1-Person Table Seats	OPAC Stand-up Stations	Computer Work-stations	Microform Work-stations	Group Study Seats	Remarks
Popular Library	4	8		2				
Young Adults	4	8						
Periodicals	6	8						
e-Commons					12			
Reference		12		2				
General Collection		16		1				
Study Rooms							8	
Quiet Reading Room		8	8					
Local History/ Genealogy Room.						1		
Children's	2	8		1	6			
Preschool	6	16			2			
Parenting Area	5							
Meeting Room							150	
Subtotal	27	84	8	6	20	1	158	
Total Reader Seats				119				
Total Group Study / Meeting Seats				158				
Equipment Seats / Stations				26				

The Americans with Disabilities Act (ADA) requires that at least 5% or a minimum of 1 seat for each type of seating be accessible to people with disabilities. Accessible furniture placement must have clear passage of 36 inches. Seating at tables and at counters must provide knee space for people who use wheel chairs, i.e., 19 inches deep and 27 inches high from floor to the underside of tables or counters.

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Staff Space

The Massachusetts Library Planning Guide estimates the square feet of space need for staff workstation by multiplying the number of workstations by 125 square feet. Presently, the Library features 6.5 FTE. Staff requires space for storage of files and operational functions. The current configuration must support growth and integration of electronic services. Security is a concern for public space.

Current Year 2005 Staff Profile

Department	Position	Full time	Part time
Administration	Library Director	1	
Circulation	Library clerks	1	2
Adult Services	Supervisor	1	
Childrens Services	Supervisor	1	
Maintenance	Custodian	1	
Subtotal		5	2
Total		7	

There will be no immediate increase in staff. Modest increases and redeployment will take place based on changes in services. There may be a need to add staff with specific skills. These increases are reflected in the number of furniture and service desk workstations.

Future Year 2025 Staff Profile

Department	Position	Full time	Part time
Administration	Library Director	1	
	Administrative Support		2
Circulation	Supervisor	1	
	Library clerks		2
Reference	Reference Librarian	1	
	Assistant Librarian		1
Childrens Services	Supervisor	1	
	Librarian Assistant		1
Technical Services	Supervisor	1	
	Assistant Librarian		2
Maintenance	Custodian	1	
Subtotal		6	8
Total		14	

Meeting Room Space

Unfortunately, the Chester C. Corbin Public Library building is without a large public meeting room dedicated only for public use, for which there is an ever-present demand. At minimum, a public meeting room should be able to seat at least 60 people at tables or 150 people in lecture hall style at 10 square feet per person.

SECTION V: RECOMMENDATIONS

Net to Gross Floor Ratio

The architectural design team will be required to target a net usable to gross floor area ratio of 65-70%. The space allocated for movement should be no less than 30-35% of the net floor area.

Shelving

A large percentage of the general adult collection will be housed in 90" or 7-shelf high standard shelving, as it requires less square footage to be used than lower alternatives. A smaller percentage will be housed 56" or 5-shelf and 42" or 3-shelf high shelving, as well as in display shelving. Materials to be stored will be housed in 90" high or 7-shelf high shelving. Specialty items, e.g., end of panel display shelving, etc., should be in evidence.

The building program uses coefficients a) to determine the NASF required for the different types of shelving, and b) to determine their GSF using a 70% net-to-gross.

The following is a visual diagram that translates 1 linear foot to net assignable (NASF) and gross square feet (GSF).

Coefficients Used to Translate from 1 Linear Foot to Net Assignable and Gross Square Feet		
Type of Shelving	NASF	GSF
90" standard public shelving (7 shelves high) ³	0.5	0.71
90" public/non-public compact shelving (7 shelves high)	0.25	0.36
90" high staff shelving	0.5	0.71
56"h-42"h display, half-high, oversize and similar shelving	1	1.43

Electronic materials in the latest format will be distributed via the network throughout the building. Each multifunctional computer will be programmed to accept or reject designated types of software, online databases, CD-ROMs/DVDs and access to the Internet.

³ Although public library shelving is usually no more than 5-6 shelves high, conventional 90" high shelving, which is generally 7 shelves high, is specified in the program to enable more display or provide shelves for the collection to grow.

Services

The services provided in all components of the building will complement each other so that the entire Library provides a comprehensive suite of services for users from all walks of life. The majority of services will continue to be self-help.

Floor Loading

Library floors bearing standard shelving of materials are designed for at least 150 pounds per square foot live load. Compact shelving requires 300 pounds per square foot live load, as do rows of microform files and picture collection cabinets.

SECTION VI: TWENTY YEAR BUILDING PROGRAM

BUILDING AREA SIZE SUMMARY

Room #	Department Name	Room/Area Name	Room NASF	Subtotal NASF
A. LOBBY				
1	Lobby	Buildings lobby/Vestibule	302	
A. LOBBY Subtotal				302
2	Circulation	Circulation Desk	490	
3	Circulation	Copier Alcove	150	
4	Circulation	Circulation Office	276	
5	Circulation	Fire and Vandal Proof Bookdrop Room	100	
6	Technical Services	Acquisitions, Cataloging, proc.	340	
B. Circulation Subtotal				1,366
C. POPULAR LIBRARY				
7	Popular Library	Popular Library Collection & seating	1,204	
C. Popular Library Subtotal				1,204
D. YOUNG ADULTS				
8	Young Adults	Young Adults/Teens Coll. and Seating	725	
D. Young Adults Subtotal				725
E. PERIODICALS				
9	Periodicals	Periodical collectin & seating	419	
E. Periodicals Subtotal				419
F. REFERENCE				
10	Reference	Reference Services Desk	206	
11	Reference	e-Commons	360	
12	Reference	Reference Collection & seating	630	
13	General Collection	Local History/Genealogy Room	587	
14	Reference	Reference Workroom/Office	195	
F. Reference Subtotal				1,978
G. GENERAL COLLECTION				
15	General Collection	General Collection & Seating	2,205	
16	General Collection	2 Study Rooms	240	
17	General Collection	Quiet Reading Room	440	
G. General Collection Subtotal				2,885
H. CHILDREN'S SERVICES				
18	Children's Services	Children's Reference Desk	260	
19	Children's Services	Preschool Reading & Play area	930	
20	Children's Services	Computer Area	220	
21	Children's Services	Story Hour and Craft Room	350	
22	Children's Services	Galley Kitchen Alcove	40	
23	Children's Services	Children's Collection Area	1,105	
24	Children's Services	Parenting Area	196	
25	Children's Services	Children's Services Workroom	156	
H. Children's Services Subtotal				3,257
I. MEETING ROOM COMPLEX				
26	Meeting Room Complex	Public Meeting Room	1,510	
27	Meeting Room Complex	Storage Room	120	
28	Meeting Room Complex	Galley Kitchen Alcove	40	
I. Meeting Room Complex Subtotal				1,670
J. LIBRARY ADMINISTRATION				
29	Library Administration	Director's Office	155	
30	Library Administration	Workroom	191	
31	Library Administration	Computer Server Room	80	
J. Library Administration Subtotal				426

new totals

BUILDING AREA SIZE SUMMARY

Room #	Department Name	Room/Area Name	Room NASF	Subtotal NASF
K. FRIENDS OF THE LIBRARY				
32	Friends of the Library	Storage and Sorting Area	180	
K. Friends of the Library Subtotal				180
L. FACILITY AND CUSTODIAL OPERATIONS				
33	Facility & Custodial	Supplies Storage	200	
34	Facility & Custodial	Custodian	173	
35	Facility & Custodial	Custodial Building Requirements	N/A	
L. Facility Operations Subtotal				373
M. STAFF AREA				
36	Staff Area	Staff Lounge/Lunch Room	183	
M. Staff Area Subtotal				183
LIBRARY TOTAL NASF				14,958
LIBRARY TOTAL GSF (net/gross ratio is 70%)				21,371

BUILDING AREA SIZE SUMMARY

Room No.	Department Name	Room/Area Name	Room or Area NASF	Subtotal NASF
A. LOBBY				
1	Lobby	Building's Lobby / Vestibule	302	
A. Lobby Subtotal				302
B. CIRCULATION				
2	Circulation	Circulation Desk	490	
3	Circulation	Copier Alcove	150	
4	Circulation	Circulation Office	276	
5	Circulation	Fire and Vandal Proof Bookdrop Room	100	
6	Technical Services	Acquisitions, Cataloging, Processing Area	340	
B. Circulation Subtotal				1,356
C. POPULAR LIBRARY				
7	Popular Library	Popular Library Collection and Seating	1,088	
C. Popular Library Subtotal				1,088
D. YOUNG ADULTS				
8	Young Adults	Young Adults/Teens Collection and Seating	725	
D. Young Adults Subtotal				725
E. PERIODICALS				
9	Periodicals	Periodicals Collection and Seating	419	
E. Periodicals Subtotal				419
F. REFERENCE				
10	Reference	Reference Services Desk	206	
11	Reference	e-Commons	360	
12	Reference	Reference Collection and Seating	630	
13	General Collection	Local History/Genealogy Room	428	
14	Reference	Reference Workroom/Office	195	
F. Reference Subtotal				1,819
G. GENERAL COLLECTION				
15	General Collection	General Collection and Seating	2,205	
16	General Collection	2 Study Rooms	240	
17	General Collection	Quiet Reading Room	440	
G. General Collection Subtotal				2,885
H. CHILDREN'S SERVICES				
18	Children's Services	Children's Reference Desk	260	
19	Children's Services	Preschool Reading and Play Area	930	
20	Children's Services	Computer Area	220	
21	Children's Services	Story Hour and Craft Room	350	
22	Children's Services	Galley Kitchen Alcove	40	
23	Children's Services	Children's Collection Area	1,105	
24	Children's Services	Parenting Area	196	
25	Children's Services	Children's Services Workroom	315	
H. Children's Services Subtotal				3,416
I. MEETING ROOM COMPLEX				
26	Meeting Room Complex	Public Meeting Room	1,510	
27	Meeting Room Complex	Storage Room	120	
28	Meeting Room Complex	Galley Kitchen	40	
I. Meeting Room Complex Subtotal				1,670
J. LIBRARY ADMINISTRATION				
29	Library Administration	Director's Office	155	
30	Library Administration	Workroom	191	
31	Library Administration	Computer Server room	80	
J. Library Administration Subtotal				426

Superseded

CHESTER C. CORBIN PUBLIC LIBRARY
20 Year Building Program

Room No.	Department Name	Room/Area Name	Room or Area NASF	Subtotal NASF
K. FRIENDS OF THE LIBRARY				
32	Friends of the Library	Storage and Sorting Area	180	
K. Friends of the Library Subtotal				180
L. FACILITY AND CUSTODIAL OPERATIONS				
33	Facility & Custodial	Supplies Storage	200	
34	Facility & Custodial	Custodian	289	
35	Facility & Custodial	Custodial Building Requirements	N/A	
L. Facility Operations Subtotal				489
M. STAFF AREA				
36	Staff Area	Staff Lounge / Lunch Room	183	
M. Staff Area Subtotal				183
LIBRARY TOTAL NASF				14,959
LIBRARY TOTAL GSF (net/gross ratio is 70%)				21,371

Area by Area Analysis

A. LOBBY

1. Public Area: Building's Lobby / Vestibule

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Set of exterior automated sliding doors sufficient also for disabled.	ext.autom doors	N/A	1	N/A
2	Set of interior doors with electric opening capability (for the disabled), to the Meeting Room Complex.	int.elect. doors	N/A	1	N/A
4	Bench	bench	15	4	60
4	Security gate system including in-turnstile(s) w/electronic counter at door to Library proper	sec.gate	80	1	80
5	Alarm and security cameras for the doors	alarm	N/A	1	N/A
6	Pedimat (carpet) with chains and drains to collect and drain rain -- just inside the exterior doors.	mat	N/A	2	N/A
7	Graphic map of Library, directional signs	map	N/A	1	N/A
8	Bulletin Board, hang on the wall	b.board	N/A	2	N/A
9	Built-in Display cases	d.case	50	2	100
10	Shelving, 5-shelf display type for Friends of the Library Book Sale Materials	l.ft.	1	12	12
11	Electronic Kiosk 4-sided (library information)	kiosk	50	1	50
12	Set of restrooms (outside security gate)	restroom	N/A	1	N/A
13	Pay telephone (outside security gate)	phone	N/A	2	N/A
Subtotal					302
Ref #	Electrical / Telecommunications			Amount	
1	Hardwiring for security gates, doors			by manuf.	
2	Duplex electrical receptacles for exhibits, kiosks for library information, scanners			to be determined	
3	High speed multimedia data connections -- or wireless (for exhibits and security system)			to be determined	

OCCUPANCY BY STAFF AND PATRONS: Staff: 0 Patrons: 0 (Staff and patrons passing through)

TYPE AND SIZE OF COLLECTIONS: None

FUNCTIONAL ACTIVITY DESCRIPTION: The public entry point into the building and a common area for patrons to sit, rest, use cell phones, etc.

SPATIAL RELATIONSHIPS: Security gates just inside the Library proper. Patrons pass through the gates when entering and leaving Library.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Exterior windows.

SPACE FINISHES: Stone or ceramic tiled floor, paint wall surfaces, acoustical tile ceiling.

ACCESS FOR THE DISABLED: Exterior automated doors;

ACOUSTICS: Acoustical ceiling.

ENVIRONMENTAL CONDITIONS (HVAC): As required for Building's Lobby.

ILLUMINATION: Natural and/or artificial light during daylight. 300-400 lux after dark.

SECURITY REQUIREMENTS: Security cameras and door alarms. Security gate system just inside Library proper. Consider electronic keycard for all interior doors.

VISUAL SUPERVISION: from the Circulation Desk.

SIGNS: Graphic Map of the Library interior.

B. CIRCULATION

2. Public/Non-Public Area: Circulation Desk

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Counter section workstation, table height, (29"-30"h) w/knee holes, with shelves and drawers underneath.	counter section	80	1	80
2	Counter section workstation, counter height (40"h), several sections with shelves and drawers underneath.	counter section	80	2	160
3	Return counter section workstation, counter height (40"h) with depressible book truck underneath.	counter section	60	1	60
4	Chairs, swivel, posture with casters	s-chair	N/A	3	N/A
5	Shelving, wall hung, 7 shelves high	l.ft.	0.5	40	20
6	Book trucks, display	db.truck	5	4	20
7	Circulation area in front of the desk	area	150	1	150
8	Multifunctional computers, networked with bar code reader	computer	N/A	2	N/A
9	Printer, networked	printer	N/A	2	N/A
10	Telephone	telephone	N/A	2	N/A
11	Fire alarm control box	alarm box	N/A	1	N/A
Subtotal					490
Ref #	Electrical / Telecommunications			Amount	
1	4 Duplex electrical receptacles per workstation			8	
2	2 High speed multimedia data connections per workstation -- or wireless			4	
3	Telephone outlet			2	

OCCUPANCY BY STAFF AND PATRONS: Patrons 0; Staff 3

TYPE AND SIZE OF COLLECTIONS: Reserves, Interlibrary Loan, high theft circulating materials

FUNCTIONAL ACTIVITY DESCRIPTION: A major service point. Staff at the Desk maintains surveillance over the entry/exit, and performs the following: check-out and check-in library materials, and registration.

SPATIAL RELATIONSHIPS: In sight of and with good control of entry/exit, security gates. Located in front of Circulation Office.

FLEXIBILITY AND EXPANDABILITY: Modular Desk for future flexibility . Also, Desk area may become smaller in the future should any more Express Check-out stations be installed.

FENESTRATION: Not required

SPACE FINISHES: Carpeting in patron area in front of Desk. Cushioned carpeting behind Desk. Acoustical

ACCESS FOR THE DISABLED: 1 counter with w/ free knee space 19" deep and 27" high on the outer side of desk.

ACOUSTICS: Carpeting and acoustical ceiling tile.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at Desk countertop; 300 lux at shelving. Task lights as required.

SECURITY REQUIREMENTS: All drawers, doors lockable. Provide location of fire alarm security box.

VISUAL SUPERVISION: from the Circulation Office.

SIGNS: Hanging sign: "Circulation Desk"; Desk signs: "Check-out"; "Check-in."

B. CIRCULATION (Continued)

3. Public Area: Copier Alcove

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Photocopier/fax machine/scanner/high speed printer -- coin or card operated	copier	50	2	100
2	Change machine, wall mounted	machine	N/A	1	N/A
3	Counter for sorting, with shelves and drawers underneath.	counter	50	1	50
Subtotal					150
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electric receptacles for change machine			1	
2	Heavy duty duplex electric receptacles - for the copier			2	
3	High speed multimedia data connections - for copier			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: This copier is used by patrons and staff to copy library materials. The copier is connected to the network and can be used as high speed printer/scanner.

SPATIAL RELATIONSHIPS: The copier alcove in view of the Circulation Desk.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Not required

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux.

SECURITY REQUIREMENTS: None

VISUAL SUPERVISION: In view of the Circulation Desk.

SIGNS: Hanging or large wall sign: "Copier".

B. CIRCULATION (Continued)

4. Non-Public Area: Circulation Office

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above	c-wkst	80	1	80
2	Library Technician workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above	t-wkst	65	1	65
3	Shelving, 6 shelves high, wall hung	l.ft.	1	21	21
4	Book trucks	b.truck	5	2	10
5	Guest chair	g-chair	N/A	3	N/A
6	Storage closet	stor.cl.	100	1	100
7	Multifunctional microcomputer networked	computer	N/A	1	N/A
8	Printer networked	printer	N/A	1	N/A
9	Telephone	telephone	N/A	1	N/A
Subtotal					276
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electrical receptacles			4	
2	High speed multimedia data connections -- or wireless			2	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 2; Guests 3

TYPE AND SIZE OF COLLECTIONS: Shelving used for sorting

FUNCTIONAL ACTIVITY DESCRIPTION: Circulation staff perform off-desk functions.

SPATIAL RELATIONSHIPS: Behind the Circulation Desk with an interior window (with blinds) to the Desk.

FLEXIBILITY AND EXPANDABILITY: None. Enclosed room.

FENESTRATION: Exterior or interior window.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling and carpeting

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at desk.

SECURITY REQUIREMENTS: Lockable door and cabinets.

VISUAL SUPERVISION: None

SIGNS: Door sign: "Circulation Office"

B. CIRCULATION SERVICES (Continued)

5. Public Area: Fire and Vandal Proof Bookdrop Room

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Depressible booktruck	bd.truck	50	2	100
2	Book drop slots in exterior wall – one for returning print materials; the other for returning media	bk.slot	N/A	1	N/A
Subtotal					100
Ref #	Electrical / Telecommunications			Amount	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0

TYPE AND SIZE OF COLLECTIONS: Returned circulating collection for check-in and sorting.

FUNCTIONAL ACTIVITY DESCRIPTION: Collects returned materials;

SPATIAL RELATIONSHIPS: Slot on exterior wall of building, inside the Circulation Desk.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: None.

SPACE FINISHES: floor, walls and ceiling: painted concrete

ACCESS FOR THE DISABLED: Slots accessible on exterior of building for disabled patrons.

ACOUSTICS: Not applicable

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux.

SECURITY REQUIREMENTS: Slot is lockable.

VISUAL SUPERVISION: From the Circulation Desk.

SIGNS: Exterior sign: "Book Drop "

B. CIRCULATION SERVICES (Continued)

6. Non-Public Area: Acquisitions, Cataloging, Processing Area

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Librarian furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above	l-wrkst	85	1	85
2	L-shaped Library Technician furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above	c-wrkst	65	2	130
3	Shelving 7 shelf h x 10"d for sorting	l.fl.	0.5	66	33
4	Counter w/sink, cabinets below and above	counter	60	1	60
5	Book trucks and display book trucks	b.truck	5	4	20
6	Supply cabinet	s-cabinet	12	1	12
7	Multifunctional microcomputer networked	computer	N/A	3	N/A
8	Printer networked	printer	N/A	1	N/A
9	Telephone	telephone	N/A	3	N/A
Subtotal					340
Ref #	Electrical / Telecommunications			Amount	
1	4 Duplex electric receptacles per workstation			12	
2	2 High speed multimedia data connections per workstation -- or wireless			6	
3	Duplex electric receptacles for the counter			3	
4	2 High speed multimedia data connections for the counter -- or wireless			2	
5	Telephone outlet			3	

OCCUPANCY BY STAFF AND PATRONS: Staff 3

TYPE AND SIZE OF COLLECTIONS: Shelving used for sorting

FUNCTIONAL ACTIVITY DESCRIPTION: Ordering print and non-print materials, receiving them, and then processing them, are tasks that are performed here.

SPATIAL RELATIONSHIPS: The area should be in close proximity to the staff entrance, and be near Circulation Desk to share staff.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Exterior windows

SPACE FINISHES: Walls : paint, floor: resilient; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at table top.

SECURITY REQUIREMENTS: All doors and cabinets should be lockable.

VISUAL SUPERVISION: None

SIGNS: door sign "Technical Services"

C. ULAR LIBRARY

7. Public Area: Popular Library Collection and Seating

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	OPAC station, stand-up	OPAC st-up st.	20	2	40
2	Shelving, 5-shelf display type for New Books	l.ft.	1	72	72
3	Shelving, 6-shelf for Large Print	l.ft.	0.7	180	126
4	Shelving, 6-shelf for paperbacks	l.ft.	0.7	90	63
5	Shelving, 5-shelf display Books on CD/Tape	l.ft.	0.7	360	252
6	Shelving, 5-shelf Audio & Video Tapes	l.ft.	0.7	342	239
7	Shelving, 5-shelf CD's & DVD's	l.ft.	0.7	244	171
8	Browsing table, Information	l.ft.	45	1	45
9	Table, 4-seater with electrical and data ports	4-table	100	1	100
10	Lounge chairs	l-chair	24	4	96
11	Occasional Table	0-table	N/A	1	N/A
12	Reading chairs	r-chair	N/A	8	N/A
Subtotal					1,204

Changes indicated in Red

116 s.f. were added from Facility and Custodial Operations, non-public area

C. POPULAR LIBRARY

7. Public Area: Popular Library Collection and Seating

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	OPAC station, stand-up	OPAC st-up st.	20	2	40
2	Shelving, 5-shelf display type for New Books	l.ft.	1	72	72
3	Shelving, 6-shelf for Large Print	l.ft.	0.7	180	126
4	Shelving, 6-shelf display type for Paperbacks	l.ft.	0.7	90	63
5	Shelving, 5-shelf for Books on CD/Tape	l.ft.	0.7	360	252
6	Shelving, 5-shelf specialized display type for Audio Visuals (CD's, DVD's, Audio and Video Tapes)	l.ft.	0.7	342	239
7	Table, 4-seater with electrical and data connections for reading and laptop use	4-table	100	2	200
8	Lounge chairs	l-chair	24	4	96
9	Occasional table	o-table	N/A	1	N/A
10	Reading chairs	r-chair	N/A	8	N/A
Subtotal					1,088
Ref #	Electrical / Telecommunications			Amount	
1	Integral lighting for display shelving				
2	Duplex electrical receptacles -- 4/column			to be determined	
3	High speed multimedia data connectors -- or wireless -- 4/column			to be determined	
4	1 Duplex electrical receptacle per OPAC station			1	
5	1 High speed multimedia data connectors per OPAC station -- or wireless			1	

OCCUPANCY BY STAFF AND PATRONS: Patrons 12; Staff 0

TYPE AND SIZE OF COLLECTIONS: New books, Large print books, leisure reading

FUNCTIONAL ACTIVITY DESCRIPTION: Popular collection area.

SPATIAL RELATIONSHIPS: Close to the entrance.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Natural Light, Window wall

SPACE FINISHES: Floor: carpeting; ceiling: acoustical tile

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux at shelving; 500 lux at tables and lounge chairs

SECURITY REQUIREMENTS: None

VISUAL SUPERVISION: From either Reference or Circulation Desk.

SIGNS: "New Books", "Large Print", "Video Tapes", "Music CD's", "Audio Books", "DVD's" "Boxed Sets", "Paperbacks", etc. Signs may be overhead, at end panels of stacks and/or on the display shelving -- to be determined.

D. YOUNG ADULTS

8. Public Area: Young Adults/Teens Collection and Seating

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, 5-shelf h shelving/w display end panels	l.ft.	1	170	170
2	Shelving, 5-shelf display for literature/pamphlet display	l.ft.	1	15	15
3	Lounge chairs	l-chair	24	8	192
4	Occasional table	o-table	N/A	1	N/A
5	Table, 4-seater with electrical and data connections for reading and laptop use	4-table	100	2	200
6	Computer workstation for 4-people (carrel-type with high sides)	4e-station	100	1	100
7	Reading chairs	r-chair	N/A	8	N/A
8	Glass locable display cases	disp.case	24	2	48
9	Bulletin board, wall hung	b.board	N/A	1	N/A
Subtotal					725
Ref #	Electrical / Telecommunications			Amount	
1	2 Duplex electrical receptacles per 4 seater table and 4e-station			2	
2	2 High speed multimedia data connectors per 4-seater table and 4e-station – or wireless			2	

OCCUPANCY BY STAFF AND PATRONS: Patrons: 12; Staff: 0.

TYPE AND SIZE OF COLLECTIONS: Young Adults Collection - includes books, paperbacks, magazines, audio and video media.

FUNCTIONAL ACTIVITY DESCRIPTION: This area will be used by teens after school, on weekends and in the summer.

SPATIAL RELATIONSHIPS: Should be between adult and children's services to function as "bridge" between collections

FLEXIBILITY AND EXPANDABILITY: Flexible space

FENESTRATION: Exterior windows desirable.

SPACE FINISHES: Floor: carpeting; ceiling: acoustical tile. Special teen related decorations. Wall space for posters.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at tabletop

SECURITY REQUIREMENTS: None

VISUAL SUPERVISION: From either the Circulation or the Reference Desk, preferably from multiple staff vantage points.

SIGNS: Hanging sign: "Teens"; On end panels or display shelving – descriptors to be determined.

E. PERIODICALS

9. Public Area: Periodicals Collection and Seating

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, current periodicals, 5-shelf display shelving and/or flat shelving	l.ft.	1	75	75
2	Lounge chairs	l-chair	24	6	144
3	Occasional table	o-table	N/A	1	N/A
4	Table, 4-seater with electrical and data connections for reading and laptop use	4-table	100	2	200
5	Reading chairs	r-chair	N/A	8	N/A
Subtotal					419
Ref #	Electrical / Telecommunications			Amount	
1	2 Duplex electrical receptacles per 4 seater table			2	
2	2 High speed multimedia data connectors per 4-seater table — or wireless			2	

OCCUPANCY BY STAFF AND PATRONS: Patrons 14; Staff 0

TYPE AND SIZE OF COLLECTIONS: Current periodicals.

FUNCTIONAL ACTIVITY DESCRIPTION: Current periodical reading, quiet area.

SPATIAL RELATIONSHIPS: Located next to Reference area.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Exterior windows.

SPACE FINISHES: Floor: carpeting; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux

SECURITY REQUIREMENTS: None

VISUAL SUPERVISION: From Reference Desk.

SIGNS: Overhead: "Periodicals."

F. REFERENCE

10. Public Area: Reference Services Desk

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Counter section workstation (30"h) w/knee hole, shelves and drawers underneath.	counter section	80	2	160
2	Chair, swivel casters, posture	s-chair	N/A	2	N/A
3	Shelving, 3 shelves h, ready reference	l.ft.	1	36	36
4	Lateral file cabinet, lockable	f-cabinet	10	1	10
5	Multifunctional microcomputers, one can be swiveled for share use by staff and patron	computer	N/A	2	N/A
6	Networked printer	printer	N/A	1	N/A
7	Telephone	telephone	N/A	2	N/A
Subtotal					206

Ref #	Electrical / Telecommunications			Amount	
1	2 Duplex electrical receptacles per station			4	
2	1 High speed multimedia data connector per station -- or wireless			2	
3	Telephone outlets			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 2; Patrons 0

TYPE AND SIZE OF COLLECTIONS: Ready reference. For number of linear feet -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: The hub of Library Reference services. Staff provides assistance and instruction in the use of the Library and its materials. This space provides staff patron interaction.

SPATIAL RELATIONSHIPS: The Desk should be within easy access of the entry to the Lobby and in direct view of the elevator and stairs(if there any). Within Reference, the Desk should be centrally located with good supervision of the entire area. Near Local History room.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: None.

SPACE FINISHES: Floor: carpeting; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: Indirect Lighting. 500 lux at Desk countertop.

SECURITY REQUIREMENTS: Lockable drawers, doors and cabinets.

VISUAL SUPERVISION: From Reference Workroom

SIGNS: Hanging sign: "Reference Desk".

F. REFERENCE (continued)

11. Public Area: e-Commons

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Equipment dedicated sit-down station (individual table or stations grouped together)	e-station	30	12	360
2	Chair, swivel castored	s-chair	N/A	12	N/A
3	Multifunctional microcomputers	computer	N/A	12	N/A
4	Printer, networked	printer	N/A	2	N/A
5	Electrically operated screen, flush mounted in ceiling	screen	N/A	1	N/A
6	Projector connected to CPU with drives for tapes, CD's, DVD's, etc, and sound system - on movable cart	projector	N/A	1	N/A
Subtotal					360
Ref #	Electrical / Telecommunications			Amount	
1	1 Duplex electrical receptacle per station			12	
2	1 High speed multimedia data connectors per station -- or wireless			12	
5	Overhead projector connected to CPU electrical and data connections			to be determined	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 12

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Online access to the catalog and other databases. Computer literacy classes can be performed here too.

SPATIAL RELATIONSHIPS: In close proximity to the Reference Desk.

FLEXIBILITY AND EXPANDABILITY: The space should have some type of movable partition to be able closed off from open area to conduct training sessions.

FENESTRATION: None.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux, indirect lighting.

SECURITY REQUIREMENTS: None.

VISUAL SUPERVISION: From Reference Desk.

SIGNS: None.

F. REFERENCE (continued)

12. Public Area: Reference Collection and Seating

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	OPAC station, stand-up	OPAC st-up st.	20	2	40
2	Reference shelving, 3-shelf h, 12"d	l.ft.	1	270	270
3	Atlas stand	a-case	10	1	10
4	Dictionary stand	d-stand	10	1	10
5	Table, 4-seater with electrical and data connections for reading and laptop use	4-table	100	3	300
6	Reading chairs	r-chair	N/A	12	N/A
7	Multifunctional microcomputers (for OPAC)	computer	N/A	2	N/A
Subtotal					630
Ref #	Electrical / Telecommunications			Amount	
1	4 Duplex electrical receptacle per column in shelving area -- or wireless			to be determined	
2	4 High speed multimedia data connectors per column in shelving area -- or wireless			to be determined	
3	2 Duplex electrical receptacles per 4-seater table			4	
4	2 High speed multimedia data connectors per table -or wireless			4	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 12

TYPE AND SIZE OF COLLECTIONS: Reference collection. For number of linear feet -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: These collections cannot be checked out.

SPATIAL RELATIONSHIPS: Close to and in view of Reference Desk.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Exterior windows, preferable for table area.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux at shelving. 500 lux at table top.

SECURITY REQUIREMENTS: None

VISUAL SUPERVISION: From Reference Desk.

SIGNS: Hanging sign: "Reference Collection", End panel signs as required.

F. REFERENCE (continued)
13. PUBLIC Area: Local History/Genealogy Room

Ref #	Description of Furniture and Equipment	Name of Units	Unit NASF	Amount of units	Extended NASF
1	Reading table for 8 people	8-table	159	1	159
2	Reading chair	r-chair	N/A	8	N/A
3	Reference Shelving 5 shelf h.12" depth	l.ft.	150	2	300
4	Grid/mesh lockable display cases	disp.case	24	2	48
5	Microform reader/printer on own console	reader/pr	35	1	35
6	Microfilm cabinet, 10 drawers	micr.cab.	10	1	10
7	Map Case	map case	35	1	35
8	Wall space for maps/prints display	wall	N/A	1	N/A
9	Mesh lockable gate as room divider	gate	N/A	1	N/A
Subtotal					587

Changes indicated in red
This space is to be changed from a non-public to a public local history and genealogy space
159 s.f. were added from the Non-public children's services workroom space

F. REFERENCE (continued)

13. Non-Public Area: Local History/Genealogy Room

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Reading table for 6 people	6-table	150	1	150
2	Reading chair	r-chair	N/A	7	N/A
3	Bookcases for Local History/Genealogy books display, w/lockable doors & steel shelves	l.ft.	150	1	150
4	Grid/mesh lockable display cases	disp.case	24	2	48
5	Microform reader/printer on its own console	reader/pr	35	1	35
6	Microfilm cabinet, 10 drawers	micr.cab.	10	1	10
7	Map case	map case	35	1	35
8	Wall space for maps/prints display	wall	N/A	1	N/A
Subtotal					428
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electric receptacles (mounted on the table)			2	
2	High speed multimedia data connections -- or wireless (mounted on the table)			4	

OCCUPANCY BY STAFF AND PATRONS: Patrons 7

TYPE AND SIZE OF COLLECTIONS: Historical, rare books

FUNCTIONAL ACTIVITY DESCRIPTION: Historical and Genealogy collection room

SPATIAL RELATIONSHIPS: Near Reference Area.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Not required.

SPACE FINISHES: Walls : paint, floor: carpeting; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling and carpeting or some other acoustical treatments.

ENVIRONMENTAL CONDITIONS (HVAC): Climate control as per specification for archives.

ILLUMINATION: 500 lux at table top. Separate light control.

SECURITY REQUIREMENTS: All doors and cabinets should be lockable, with special cabinets to secure collection.

VISUAL SUPERVISION: Interior glass door and windows for outside supervision.

SIGNS: Door sign "History/Genealogy Room"

F. REFERENCE (continued)

14. Non-Public Area: Reference Workroom/Office

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Librarian furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above	l-wrkst	80	1	80
2	Support staff furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair	c-wrkst	65	1	65
3	Guest chair	g-chair	N/A	2	N/A
4	File Cabinets, 5 drawer	f-cabinet	10	3	30
5	Shelving 10"d, 90"h	l.ft.	0.5	40	20
6	Multifunctional microcomputer	computer	N/A	2	N/A
7	Printer (fax, scanner) networked	printer	N/A	1	N/A
8	Telephone	telephone	N/A	2	N/A
Subtotal					195
Ref #	Electrical / Telecommunications			Amount	
1	4 Duplex electric receptacles per workstation			8	
2	2 High speed multimedia data connections per workstation – or wireless			4	
3	Telephone outlets			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 2, Guest 2.

TYPE AND SIZE OF COLLECTIONS: Reference for each librarian's use.

FUNCTIONAL ACTIVITY DESCRIPTION: Furniture workstations for work supporting the Reference functions. Different staff may be using these furniture workstations at any given time.

SPATIAL RELATIONSHIPS: In proximity to Reference Service Desk with interior windows to the Desk.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Exterior windows desirable.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at desk and table top. Task lights as required.

SECURITY REQUIREMENTS: Lockable door to room. Consider electronic key card. All desks lockable.

VISUAL SUPERVISION: None

SIGNS: Door sign: "Reference Office".

G. GENERAL COLLECTION

15. Public Area: General Collection and Seating

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	OPAC station, stand-up	OPAC st-up st.	20	1	20
2	Shelving 7-shelf" h and various depth for: Fiction - 10"d Non-Fiction - 10"d	l.ft. l.ft.	0.5 0.5	1,470 2,100	735 1,050
3	Table, 4-seater with electrical and data connections for reading and laptop use	4-table	100	4	400
4	Reading chairs	r-chair	N/A	16	N/A
5	Multifunctional microcomputer	computer	N/A	1	N/A
Subtotal					2,205
Ref #	Electrical / Telecommunications			Amount	
1	4 Duplex electrical receptacle per column in shelving area			to be determined	
2	4 High speed data connections per column in shelving area -- or wireless			to be determined	
3	2 Duplex electrical receptacles per 4 seater table			8	
4	2 High speed multimedia data connectors per 4-seater table -- or wireless			8	
5	2 Duplex electrical receptacles per OPAC station			2	
6	1 High speed multimedia data connector per OPAC station -- or wireless			1	

OCCUPANCY BY STAFF AND PATRONS: Patrons 16; Staff 0.

TYPE AND SIZE OF COLLECTIONS: This is the the core retrospective collection of fiction and non-fiction.

FUNCTIONAL ACTIVITY DESCRIPTION: Open access general collection.

SPATIAL RELATIONSHIPS: Throughout the public area of the building.

FLEXIBILITY AND EXPANDABILITY: Flexible space

FENESTRATION: Exterior windows desirable for table seating.

SPACE FINISHES: Floor: carpeting; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at tabletop

SECURITY REQUIREMENTS: None

VISUAL SUPERVISION: None

SIGNS: On end panels of shelving

G. GENERAL COLLECTION (continued)

16. Public Area: 2 Study Rooms

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Study table for 4 people	4-table	120	1	120
2	Reading chairs	r-chair	N/A	4	N/A
Subtotal for one Room					120
Subtotal for 2 Rooms					240
Ref #	Electrical / Telecommunications			Total Amount	
1	2 duplex electrical receptacle per table/room			4	
2	2 high speed multimedia data connectors per table/room			4	

OCCUPANCY BY STAFF AND PATRONS: Patrons 8; Staff 0.

TYPE AND SIZE OF COLLECTIONS: None

FUNCTIONAL ACTIVITY DESCRIPTION: Study and training room.

SPATIAL RELATIONSHIPS: Near General Collection in the quiet area of the building and in close proximity to any service Desk for supervision.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Exterior windows equipped with shades are desirable.

SPACE FINISHES: Floor: carpeting; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at tabletop

SECURITY REQUIREMENTS: Lockable doors.

VISUAL SUPERVISION: From service Desk.

SIGNS: Door sign "Group Study"

G. GENERAL COLLECTION (continued)
17. Public Area: Quiet Reading Room

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Table 4'x 6' , 4 seater, with electrical and data connections for study/reading and laptop use	4-table	100	2	200
2	Individual table or carrel with electrical and data connections for study/reading and laptop use	e-station	30	8	240
3	Reading chairs	r-chair	N/A	16	N/A
Subtotal					440
Ref #	Electrical / Telecommunications			Amount	
1	2 Duplex electrical receptacles per 4 seater table			4	
2	1 Duplex electrical receptacle per individual table			8	
3	2 High speed multimedia data connectors per 4-seater table -- or wireless			4	
4	1 High speed multimedia data connectors per individual table -- or wireless			8	

SPATIAL RELATIONSHIPS: Near General Collection in the quiet area of the building

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Exterior windows equipped with shades.

SPACE FINISHES: Floor: carpeting; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at tabletop

SECURITY REQUIREMENTS: Lockable doors.

VISUAL SUPERVISION: Interior windows equipped with shades or blinds

SIGNS: Door sign "Quiet Reading Room"

H. CHILDREN'S SERVICES

18. Public Area: Children's Reference Desk

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Counter section workstation (30"h) w/knee hole, shelves and drawers underneath.	counter section	80	2	160
2	Chair, swivel casters, posture	s-chair	N/A	2	N/A
3	File cabinet, 2-drawer (under Desk's counter)	sf-cabinet	N/A	1	N/A
4	Self check-out stations	co-station	50	2	100
5	Self check-out computer, networked	co-comp	N/A	2	N/A
6	Multifunctional microcomputers	computer	N/A	2	N/A
7	Networked printer	printer	N/A	1	N/A
8	Telephone	telephone	N/A	2	N/A
Subtotal					260

Ref #	Electrical / Telecommunications			Amount	
1	2 Duplex electrical receptacles per workstation			4	
2	2 High speed multimedia data connectors per workstation			4	
3	Telephone outlets			2	
4	Electrical hard wiring for self check-out			2	
5	High speed multimedia data connections for self check-out – or wireless			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 2; Patrons 0

TYPE AND SIZE OF COLLECTIONS: Ready reference. For number of linear feet – see above.

FUNCTIONAL ACTIVITY DESCRIPTION: The hub of Children's Services. Staff provides assistance and instruction in the use of the Library and its materials. This space also provides staff patron interaction.

SPATIAL RELATIONSHIPS: The Desk should be within easy access of the entry to Children's Services. It should have central sight lines in Children's Services and see as much of the area or room as possible. The Desk should divide the pre-school area from older children area.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Required.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile. Designed for young and older children.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: Indirect Lighting. 500 lux at Desk countertop.

SECURITY REQUIREMENTS: Lockable drawers, doors and cabinets.

VISUAL SUPERVISION: Staff at Desk performs supervision.

SIGNS: Hanging sign: "Children's Services Desk".

H. CHILDREN'S SERVICES (continued)

19. Public Area: Preschool Reading and Play Area

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving 3-shelf h, 12" d for Preschool Children: Picture Books	l.ft.	1	210	210
2	Shelving, 3-shelf h specialized display type for Audio Visuals (CD's, DVD's, Audio and Video Tapes)	l.ft.	1	42	42
3	Table, round, juvenile height	jr-table	100	4	400
4	Reading chairs, juvenile height	jr-chair	N/A	18	N/A
5	Lounge chairs	l-chair	24	4	96
6	Occasional table	o-table	N/A	1	N/A
7	Loveseat, adult and child	cloveseat	60	1	60
8	Cushions (for toddlers)	cushion	N/A	6	N/A
9	Bin on wheels for toys/puppets	toy bin	12	1	12
10	Larger play furnishings (e.g., from "Little Tykes")	play furn	50	1	50
11	Equipment dedicated station, juvenile height	e-table	30	2	60
12	Multifunctional microcomputers	computer	N/A	2	N/A
Subtotal					930
Ref #	Electrical / Telecommunications			Amount	
1	1 duplex electrical receptacle per station			2	
2	1 high speed multimedia data connectors per station			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 24. Children also sit on the floor.

TYPE AND SIZE OF COLLECTIONS: Picture books.

FUNCTIONAL ACTIVITY DESCRIPTION: Reading and play area for very small children.

SPATIAL RELATIONSHIPS: In close proximity to the Story Hour and Craft room.

FLEXIBILITY AND EXPANDABILITY: Flexible space. Can be expanded to outdoor secure area in summer.

FENESTRATION: Required

SPACE FINISHES: Floor: carpeting; walls: painted and tackable surfaces for art work; ceiling: acoustical tile. Very colorful. Designed for very young children. Games, toys, bead tables.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at table top.

SECURITY REQUIREMENTS: None.

VISUAL SUPERVISION: Excellent from Children's Services Desk.

SIGNS: Hanging sign: "Preschool Reading & Recreation Area".

Note: computers should be dedicated to early learning (pre-school) software.

H. CHILDREN'S SERVICES (continued)

20. Public Area: Computer Area

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Equipment dedicated stations (individual tables)	e-table	30	6	180
2	OPAC station, stand-up	c-OPAC stnd-up	20	2	40
3	Chair, swivel castered, adjustable height	s-chair	N/A	6	N/A
4	Multifunctional microcomputers	computer	N/A	8	N/A
5	Printer, networked	printer	N/A	2	N/A
Subtotal					220
Ref #	Electrical / Telecommunications			Amount	
1	1 duplex electrical receptacle per station			8	
2	1 high speed multimedia data connectors per station			8	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 10.

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Online access to the catalog and other databases. Also, games, instructional and educational materials, etc. pertinent to children.

SPATIAL RELATIONSHIPS: In close proximity to the Children's Services Desk and away from Preschool area.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: None.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile. Colorful. Designed for young and older children.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux, indirect lighting.

SECURITY REQUIREMENTS: None.

VISUAL SUPERVISION: From Children's Services Desk.

SIGNS: Hanging sign: "Computers".

H. CHILDREN'S SERVICES (continued)

21. Public Area: Story Hour and Craft Room

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Puppet Theater Stage, portable and capable of being folded and stored	pup.theat.	60	1	60
2	Table 3'x6' (intermediate height), folding	c-fold table	70	2	140
3	Chair (intermediate height), stacking	c-stack chair	N/A	15	N/A
4	Area to sit on the floor	area	150	1	150
5	Storage cabinets, built-in with adjustable shelves along one wall	bs-cabinet	N/A	1	N/A
6	Table with locking wheels for TV/VCR or computer	wh-table	N/A	1	N/A
7	Telephone	telephone	N/A	1	N/A
Subtotal					350

Ref #	Electrical / Telecommunications			Amount	
1	2 Duplex electric receptacles			2	
2	2 High speed multimedia data connection			2	
3	Dimmer lighting in story telling area				
4	Cable TV jack			1	
5	Telephone outlets			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1-2; Patrons up to 25 on the floor.

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Performances – reading stories, puppet shows, etc. – by staff and others for very small and small children.

SPATIAL RELATIONSHIPS: In close proximity to the Pre-school Reading and Play area. Directly adjacent to Galley Kitchen. (One side of Galley Kitchen opens into the Story Hour and Craft Room.)

FLEXIBILITY AND EXPANDABILITY: Sliding door that allows expansion into Pre-school Reading and Play area for large groups. If feasible, door directly to an outside terrace for summer reading programs.

FENESTRATION: Required. Black-out shades on windows when room must be darkened.

SPACE FINISHES: Floor: 1/2 carpeted for sitting; 1/2 resilient tile for craft and cooking activities; walls: painted and tackable surfaces (for art work); ceiling: acoustical tile. Very colorful. Designed for young children.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: Switchable between puppet stage lighting, low lighting room lighting and 500 lux for a variety of craft activities. Can use dimmer switches.

SECURITY REQUIREMENTS: All doors, cabinets, drawers lockable.

VISUAL SUPERVISION: From Children's Services Desk.

SIGNS: Hanging sign: "Story Hour and Craft Room".

Note: Near children's restrooms. Also, women's and men's restrooms throughout the building should have baby changing tables. Provide adult/child's and handicapped water fountain outside of all rest rooms.

H. CHILDREN'S SERVICES (continued)

22. Public Area: Galley Kitchen Alcove

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Sliding doors, lockable	door	N/A	2	N/A
2	Counter with sink, built-in stove and dishwasher, 30"h,	counter	30	1	30
3	Microwave, wall hung	microw.	N/A	1	N/A
4	Refrigerator	refrig.	10	1	10
5	Telephone	telephone	N/A	1	N/A
Subtotal					40
Ref #	Electrical / Telecommunications			Amount	
1	Heavy duty electrical receptacle for appliances				
2	Duplex electrical outlets at counter			1	
3	Telephone outlets			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0.

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Kitchen is part of Story Hour and Craft Room. Children perform cooking as an activity.

SPATIAL RELATIONSHIPS: One side of Galley Kitchen opens directly into Story Hour and Craft Room. If feasible, the other side open into the corridor to supply food for Children's Services' receptions, etc.

FLEXIBILITY AND EXPANDABILITY: Sliding door that opens directly into Story Hour and Craft Room.

FENESTRATION: None

SPACE FINISHES: Floor: tile; walls: tile and painted; ceiling: acoustical tile. Cabinets and counter easily cleaned.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux.

SECURITY REQUIREMENTS: All doors, cabinets, drawers lockable.

VISUAL SUPERVISION: As feasible from Children's Services Desk.

SIGNS: Door sign: "Children's Kitchen".

H. CHILDREN'S SERVICES (continued)

23. Public Area: Children's Collection Area

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	OPAC station, stand-up	OPAC st-up st.	20	1	20
2	Shelving 5-shelf high 10"d w/ display end panels for:				
	Juvenile Fiction	l.ft.	0.7	192	134
	Juvenile Non-fiction	l.ft.	0.7	660	462
	Reference	l.ft.	0.7	72	50
	Display Shelving for Videos, DVD's, Audiobooks	l.ft.	1	102	102
3	Shelving 3-shelf h, 12" d for Easy Readers	l.ft.	1	76	76
4	Shelving, current periodicals, 5-shelf display shelving and/or flat shelving	l.ft.	1	12	12
5	Lounge chairs	l-chair	24	2	48
6	Occasional table	o-table	N/A	1	N/A
7	4-seater Table 4'x 6' intermediate height with electrical and data connections	4c-table	100	2	200
8	Reading chair, intermediate height	cr-chair	N/A	8	N/A
Subtotal					1,105
Ref #	Electrical / Telecommunications			Amount	
1	4 Duplex electrical receptacle per column in shelving area			to be determined	
2	4 High speed multimedia data connections per column in shelving area -- or wireless			to be determined	
3	2 Duplex electrical receptacles per 4-seater table			4	
4	2 High speed multimedia data connectors 4-seater table			4	
5	2 Duplex electrical receptacles per OPAC station			2	
6	1 High speed multimedia data connector per station -- or wireless			1	

OCCUPANCY BY STAFF AND PATRONS: Patrons 10; Staff 0

TYPE AND SIZE OF COLLECTIONS: Children's Services core collection from infancy through sixth grade; Easy Readers.

FUNCTIONAL ACTIVITY DESCRIPTION: Children's Services collection and reading area. This area will be used by older children after school.

SPATIAL RELATIONSHIPS: Within view of entrance to Children's Services Desk.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Required.

SPACE FINISHES: Floor: carpeting; ceiling: acoustical tile

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux at shelving, 500 lux at tabletop

SECURITY REQUIREMENTS: None

VISUAL SUPERVISION: From either Children's Services Desk.

SIGNS: Signs at end panels of shelving .

H. CHILDREN'S SERVICES (continued)

24. Public Area: Parenting Area

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, 5 shelves h, display type, includes books, magazines, flyers, brochures, etc.	l.ft.	1	64	64
2	Lounge chairs (adult size)	l-chair	24	3	72
3	Loveseat (adult size)	loveseat	60	1	60
4	Occasional table	o-table	N/A	1	N/A
5	Bulletin board, wall hung	b.board	N/A	1	N/A
Subtotal					196
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electrical receptacle			2	
2	High speed multimedia data connections -- or wireless			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 4.

TYPE AND SIZE OF COLLECTIONS: Parenting collection.

FUNCTIONAL ACTIVITY DESCRIPTION: Reading, lounge and social area for parents.

SPATIAL RELATIONSHIPS: In close proximity to the Story Hour, Craft Room and Preschool Play Area.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Required.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at table top.

SECURITY REQUIREMENTS: None.

VISUAL SUPERVISION: None.

SIGNS: Hanging, wall sign or end panel sign: "Parenting Collection".

H. CHILDREN'S SERVICES (continued)
 25. Non-Public Area: Children's Services Workroom

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-shaped desk, file, chair & shelving	1-wkst	80	1	80
2	Office table and chair	t-table	9	1	9
3	Counter with shelving and sink	counter	40	1	40
4	Shelving 5-shelf h. 15" d	l.ft.	0.7	12	8
5	Supply cabinet, with moveable shelves	s-cabinet	12	1	12
6	Lateral File cabinet, 5 drawer	f-cabinet	10	1	10
7	Multifunctional microcomputer	computer	N/A	2	N/A
8	Printer (fax, scanner) networked	printer	N/A	1	N/A
9	Telephone	telephone	N/A	2	N/A
	Subtotal				156

Changes indicated in red

The 100 s.f. storage closet was removed from this space
 159 s.f. were removed from this non-public workroom space

H. CHILDREN'S SERVICES (continued)

25. Non-Public Area: Children's Services Workroom

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-shaped Librarian furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above	l-wrkst	80	1	80
2	Support staff furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair	c-wrkst	65	1	65
3	Counter with shelving above & below and with sink	counter	40	1	40
4	Shelving 5 shelf h, 15"d	l.ft.	0.7	12	8
6	Supply cabinet, with moveable shelves	s-cabinet	12	1	12
7	Lateral File cabinet, 5 drawer	f-cabinet	10	1	10
8	Storage closet	stor.cl.	100	1	100
9	Multifunctional microcomputer	computer	N/A	2	N/A
10	Printer (fax, scanner) networked	printer	N/A	1	N/A
11	Telephone	telephone	N/A	2	N/A
Subtotal					315

Ref #	Electrical / Telecommunications			Amount	
1	4 Duplex electric receptacles per workstation			8	
2	2 High speed multimedia data connections per workstation			4	
3	Duplex electric receptacles (for the counter)			2	
4	High speed multimedia data connections (for the counter)			2	
5	Telephone outlet			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 2

TYPE AND SIZE OF COLLECTIONS: Reference for each librarian's use.

FUNCTIONAL ACTIVITY DESCRIPTION: Furniture workstations for work supporting Children's Services' functions. Different staff may be using these furniture workstations at any given time.

SPATIAL RELATIONSHIPS: Adjacent to the Children's Services Desk.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Exterior windows desirable. An interior window looking into Children's Services Desk is necessary.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at desk and table top. Task lights as required.

SECURITY REQUIREMENTS: Lockable door to room. Consider electronic key card. All desks lockable.

VISUAL SUPERVISION: None.

SIGNS: Door sign: "Children's Services Workroom".

Note: Sound attenuation for quiet and concentration is required. The counter has to have 2' wide knee space. Provide rolling-out shelves under the counter.

I. MEETING ROOM COMPLEX
26. Public Area: Public Meeting Room

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Electrically operated acoustical, movable sliding partition, to divide the room into smaller rooms	part	N/A	3	N/A
3	Portable stage and curtain	stage	N/A	1	N/A
4	Large electrically operated beaded screen, flush mounted in ceiling	screen	N/A	1	N/A
5	Portable lectern with light	lectern	N/A	1	N/A
6	Easel, fold down	easel	N/A	2	N/A
7	Stacking chair w/ ganging capabilities	stack chair	10	150	1,500
8	Mobile coat rack	coat rack	10	1	10
9	Overhead projector connected to CPU with drives for tapes, CD's, DVD's, etc, and sound system -- location of controls where portable stage will be	projector	N/A	1	N/A
Subtotal					1,510
Ref #	Electrical / Telecommunications			Amount	
1	Plugmold with electrical and data outlets on perimeter of room and at stage (or wireless instead of data connections)			to be determined	
2	Telephone outlet -- at stage			2	
3	Cable TV outlet -- at stage			2	
4	Separate dimmable lighting for various parts of the room -- switches for lighting system at the door and at the stage			to be determined	
5	Overhead projector connected to CPU electrical and data connections			to be determined	

OCCUPANCY BY STAFF AND PATRONS: Staff/Patrons 150.
TYPE AND SIZE OF COLLECTIONS: None.
FUNCTIONAL ACTIVITY DESCRIPTION: Performances, video conferences, lectures, etc.
SPATIAL RELATIONSHIPS: Directly adjacent to the Lobby.
FLEXIBILITY AND EXPANDABILITY: Can be divided into 4 smaller rooms.
FENESTRATION: Windows are desirable. Black-out shades necessary.
SPACE FINISHES: Floor: carpet; walls: painted and acoustically treated; ceiling: acoustically treated..
ACCESS FOR THE DISABLED: Accessible exterior and interior access.
ACOUSTICS: Entire meeting room acoustically treated.
ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.
ILLUMINATION: Series of switches for stage and room. Dimmer switches as required.
SECURITY REQUIREMENTS: All doors lockable. Consider electronic key card.
VISUAL SUPERVISION: Video security
SIGNS: Door sign: "Meeting Room"

I. MEETING ROOM COMPLEX (continued)

27. Non-Public Area: Storage Room

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Area to store stacking chairs on their dolly's, folding tables, platforms, etc.	area	120	1	120
2	Telephone	telephone	1	1	N/A
Subtotal					120
Ref #	Electrical / Telecommunications			Amount	
1	Electrical receptacles as required			to be determined	
2	High speed multimedia data connections -- or wireless			to be determined	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: None

TYPE AND SIZE OF COLLECTIONS: None

FUNCTIONAL ACTIVITY DESCRIPTION: Storage space, can use as coat room too.

SPATIAL RELATIONSHIPS: Preferably in the Meeting Room Complex.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Not required

SPACE FINISHES: Walls : paint, floor: resilient tile; ceiling: paint.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Not required

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux.

SECURITY REQUIREMENTS: All doors should be lockable.

VISUAL SUPERVISION: None

SIGNS: Door sign: "Storage room"

I. MEETING ROOM COMPLEX (continued)
28. Public Area: Galley Kitchen

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Folding doors or pull down gates	f-door	N/A	1	N/A
2	Counter with deep sink, and dishwasher, cabinets above and below	counter	30	1	30
3	Dishwasher, undercounter	dishwash	N/A	1	N/A
4	Refrigerator	refrig.	10	1	10
5	Large capacity microwave oven/stove top with exhaust vents	stove	N/A	1	N/A
6	Coffee maker	cof.mak	N/A	1	N/A
7	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					40
Ref #	Electrical / Telecommunications			Amount	
1	Heavy duty electrical receptacles for appliances			as requir.	
2	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Prepare food for Meeting Room events.

SPATIAL RELATIONSHIPS: Located on one side of the Meeting Room

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: None.

SPACE FINISHES: Floor: resilient floor tile; walls: ceramic tile; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux.

SECURITY REQUIREMENTS: All doors, drawers, cabinets lockable. Consider electronic key card.

VISUAL SUPERVISION: From Meeting Room.

SIGNS: Door sign: "Kitchen".

J. LIBRARY ADMINISTRATION
29. Non-Public Area: Director's Office

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Librarian furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair, shelving bins above	l-wrkst	80	1	80
2	Bookcases	l.ft.	0.5	10	5
3	Round Conference table 4' dia	sc-table	60	1	60
4	Conference chair	c-chair	N/A	4	N/A
5	Guest chair	g-chair	N/A	2	N/A
6	Lateral File cabinet, 5 drawer	f-cabinet	10	1	10
7	Coat closet	coat.cl.	N/A	1	N/A
8	Multifunctional microcomputer networked	computer	N/A	1	N/A
9	Printer networked	printer	N/A	1	N/A
10	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					155
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electric receptacles			4	
2	High speed multimedia data connections			2	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1; Visitors 6
TYPE AND SIZE OF COLLECTIONS: Personal/support collection.
FUNCTIONAL ACTIVITY DESCRIPTION: Director's office.
SPATIAL RELATIONSHIPS: Adjacent to Workroom
FLEXIBILITY AND EXPANDABILITY: None
FENESTRATION: Required
SPACE FINISHES: Walls : paint, floor: carpeting; ceiling: acoustical tile.
ACCESS FOR THE DISABLED: Accessible
ACOUSTICS: Acoustical ceiling and carpeting.
ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.
ILLUMINATION: 500 lux at table top.
SECURITY REQUIREMENTS: All doors and cabinets should be lockable.
VISUAL SUPERVISION: None
SIGNS: Door sign "Director"

J. LIBRARY ADMINISTRATION (continued)

30. Non-Public Area: Workroom

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Support staff furniture workstation containing: 1 file/box pedestal, 1 swivel posture chair	c-wrkst	65	2	130
2	Supply cabinet	s-cabinet	12	1	12
3	Copier tabletop	copier	N/A	1	N/A
5	Swivel castered chair	s-chair	N/A	1	N/A
6	File cabinets	f-cabinet	10	2	20
4	Shelving 7 shelf h, 12"d	l.ft.	0.7	42	29
5	Telephone	telephone	N/A	1	N/A
Subtotal					191

Ref #	Electrical / Telecommunications			Amount	
1	4 Duplex electric receptacles per workstation			4	
2	2 High speed multimedia data connections per workstation			2	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 2

TYPE AND SIZE OF COLLECTIONS: None -- shelving used for administration's supplies

FUNCTIONAL ACTIVITY DESCRIPTION: Administration support space

SPATIAL RELATIONSHIPS: Adjacent to Director's Office

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Required

SPACE FINISHES: Walls : paint, floor: resilient; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at table top.

SECURITY REQUIREMENTS: All doors and cabinets should be lockable.

VISUAL SUPERVISION: None

SIGNS: Door sign "Workroom"

J. LIBRARY ADMINISTRATION (continued)

31. Non-Public Area: Computer Server Room

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Network server	server	10	4	40
2	Table, stand-up station for microcomputer and printer	st-up st.	20	1	20
3	Routers	router	N/A	4	N/A
4	Modems	modem	N/A	4	N/A
5	Network hubs	hubs	N/A	4	N/A
6	DSU/CSU	dsu	5	4	20
7	Multifunctional microcomputer networked	computer	N/A	1	N/A
8	Printer, networked	printer	N/A	1	N/A
9	Telephone	telephone	N/A	1	N/A
Subtotal					80
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electrical receptacles for microcomputer and printer			2	
2	High speed multimedia data connections for microcomputer and printer			2	
3	Telephone outlet			1	
4	Duplex electrical receptacles for servers and modems on separate circuit breakers			as requir.	
5	High speed multimedia data connections for servers and modems			as requir.	
6	Telephone switch panel	tel.switch		1	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Equipment supports computer services in the building.

SPATIAL RELATIONSHIPS: Near or adjacent to Workroom, and cable and electrical closets.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Not required

SPACE FINISHES: Floor: resilient tile; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile.

ENVIRONMENTAL CONDITIONS (HVAC): as required by computer manufacturers.

ILLUMINATION: 300 lux. Task lights for maintenance and repair as required.

SECURITY REQUIREMENTS: Electronic key card access.

VISUAL SUPERVISION: From Workroom.

SIGNS: Door sign: "Server Room".

L. FRIENDS OF THE LIBRARY

32. Non-Public Area: Storage and Sorting Area

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Work tables, folding	fold table	60	2	120
2	Chair, stacking	stack chair	N/A	6	N/A
3	Shelving, 7 shelf h x 12" d	l.ft.	0.5	20	10
4	Area for outgoing and incoming boxes	area	40	1	40
5	File Cabinet, 5 drawer	f-cabinet	10	1	10
6	Telephone	telephone	N/A	1	N/A
Subtotal					180
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electric receptacles			2	
2	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 0

TYPE AND SIZE OF COLLECTIONS: None

FUNCTIONAL ACTIVITY DESCRIPTION: To receive and sort materials for the Library's book sale.

SPATIAL RELATIONSHIPS: The area should be in a non-public area of the building, and have easy access to an exterior door

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Not required

SPACE FINISHES: Walls : paint, floor: resilient; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at table top.

SECURITY REQUIREMENTS: All doors and cabinets should be lockable.

VISUAL SUPERVISION: None

SIGNS: Door sign "Friends of the Library Room"

L. FACILITY AND CUSTODIAL OPERATIONS

33. Non-Public Area: Supplies Storage

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving industrial 56"h 24"d	il.ft.	1	50	50
2	Storage area	area	150	1	150
Subtotal					200
Ref #	Electrical / Telecommunications			Amount	

TYPE AND SIZE OF COLLECTIONS: None

FUNCTIONAL ACTIVITY DESCRIPTION: These rooms are used to store supplies, large equipment, incoming/outgoing boxes of materials, etc.

SPATIAL RELATIONSHIPS: Located in non-public area of the library. Should have lockable outside door.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Not required

SPACE FINISHES: Walls : paint, floor: resilient. Floor drain.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Not required

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux .

SECURITY REQUIREMENTS: All doors and cabinets should be lockable.

VISUAL SUPERVISION: None

SIGNS: Door sign "Storage"

L. F. CITY AND CUSTODIAL OPERATIONS (continued)
 35. Non-Public Area: Custodian

Ref	Description of Furniture and Equipment	Name of	Unit	Amount of	Extended
1	Workbench/table, 1 file box and 1 chair	workbench	50	1	50
2	Tool Storage and storage bins	storage	50	1	50
3	Closet, lockable	closet	50	1	50
4	File cabinet	f-cabinet	10	1	10
5	Shelving 7 shelf h, 12" deep	l.ft.	0.7	19	13
6	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					173

Changes indicated in red

116 s.f. were subtracted from Custodial Non-public operations to be added to Popular Library

L. FACILITY AND CUSTODIAL OPERATIONS (continued)

35. Non-Public Area: Custodian

Ref	Description of Furniture and Equipment	Name of	Unit	Amount of	Extended
1	Workbench/table also containing 1 file box pedestal, 1 swivel posture chair	wrkbnch	100	1	100
2	Tool storage and storage bins	storage	100	1	100
3	Closet, lockable	closet	50	1	50
4	File cabinet	f-cabinet	10	1	10
5	Shelving 7 shelf h, 12'd	l.ft.	0.7	42	29
6	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					289
Ref	Electrical / Telecommunications			Amount	
1	Duplex electric receptacles			4	
2	High speed multimedia data connections			2	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1

TYPE AND SIZE OF COLLECTIONS: None

FUNCTIONAL ACTIVITY DESCRIPTION: Workspace for the Custodian

SPATIAL RELATIONSHIPS: Adjacent to Supplies Storage

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Not required

SPACE FINISHES: Walls : paint, floor: resilient.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Not required

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux

SECURITY REQUIREMENTS: All doors should be lockable.

VISUAL SUPERVISION: None

SIGNS: Custodian

L. FACILITY AND CUSTODIAL OPERATIONS (continued)

36. Non-Public Area: Custodial Building Requirements

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Central vacuum cleaning system	cent. vac.	N/A	1	N/A
2	Cleaning closet with slop sink (1 per floor)	cl.clos.	N/A	to be determined	N/A
Subtotal					N/A
Ref #	Electrical / Telecommunications			Amount	

OCCUPANCY BY STAFF AND PATRONS: Staff 0

TYPE AND SIZE OF COLLECTIONS: None

FUNCTIONAL ACTIVITY DESCRIPTION: The closet is used to store every day cleaning supplies and tools.

SPATIAL RELATIONSHIPS: One closet has to be located on each floor. The central vacuum cleaning system should have outlets throughout entire building.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Not required

SPACE FINISHES: Walls : paint, floor: resilient.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Not required

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux

SECURITY REQUIREMENTS: All doors should be lockable.

VISUAL SUPERVISION: None

SIGNS:None

M. STAFF AREA

36. Non-Public Area: Staff Lounge / Lunch Room

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Table, 5' square, w/4 chairs	k-table	100	1	100
2	Counter with kitchen sink, cabinets above and below	k-counter	25	1	25
3	Lounge chairs	l-chair	24	2	48
4	Occasional table	o-table	N/A	1	N/A
5	Stove top	stove	N/A	1	N/A
6	Refrigerator	refrig.	10	1	10
7	Coffee maker, countertop	cof.mak	N/A	1	N/A
8	Toaster oven, countertop	toaster	N/A	1	N/A
9	Microwave oven, countertop	microw.	N/A	1	N/A
10	Electric Teakettle	teakettl.	N/A	1	N/A
11	Bulletin board	bul.board	N/A	1	N/A
11	Coat rack	coat rack	N/A	1	N/A
Subtotal					183
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electrical receptacle for counter			3	
2	Heavy duty electrical receptacle for refrigerator and microwave oven			2	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 4

TYPE AND SIZE OF COLLECTIONS: None

FUNCTIONAL ACTIVITY DESCRIPTION: This is a place that provides space for staff members to eat lunch, take breaks and relax.

SPATIAL RELATIONSHIPS: The Staff Lunch Room should not be placed near, nor should it be visible from public areas. It should be adjacent to staff restrooms.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Exterior windows

SPACE FINISHES: Walls : paint, floor: resilient; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux

SECURITY REQUIREMENTS: All doors and cabinets should be lockable.

VISUAL SUPERVISION: None

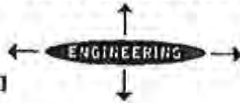
SIGNS: door sign "Staff Room"

APPENDIX H
GEOTECHNICAL /REPORT

Environmental Safety Health Geotechnical

O'Reilly, Talbot & Okun

[A S S O C I A T E S]



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J0863-03-01
January 17, 2011

Mr. Ken Best
Drummey Rosane Anderson, Inc.
225 Oakland Road
South Windsor, Connecticut 06074

Re: Preliminary Geotechnical Recommendations
Proposed New Library
2 Lake Street
Webster, Massachusetts

Dear Mr. Best:

We are pleased to provide this letter report summarizing our preliminary geotechnical engineering recommendations for the proposed library to be located at 2 Lake Street in Webster, Massachusetts. A Site Locus is provided as Figure 1. A Site Plan is provided as Figure 2.

Our geotechnical study was based upon a review of available geologic information, four backhoe test pits, and our knowledge of local geologic conditions. Our services consisted of the full-time observation of the test pits, review of the test pit logs and soil samples, engineering analyses, and preparation of this report. This report is subject to the attached limitations.

PROJECT DESCRIPTION

The project Site is located at the corner of Lake Street and Main Street in Webster, Massachusetts. The Site is presently occupied by the Corbin C. Chester Public Library, which is a single story brick building with a partial basement. The existing library has an approximate 4,300 square foot footprint. We understand that this building will be demolished prior to construction of the new building.

Preliminary project plans call for the construction of a 12,200 square foot (approximate footprint) library building. The proposed structure is expected to be two stories high. We understand that the majority of the proposed structure will be slab-on-grade with the exception of a partial basement on the north side of the building. We understand that the structure will likely be steel-framed with a brick and pre-cast concrete façade. Building loads are expected to be on the order of 150 pounds per square foot.

In general, existing topography slopes downward from the southeast towards the northwest. In the vicinity of the proposed building, the ground surface ranges from an approximate



elevation 469 (southeast corner) to 461 feet (northwest corner). Therefore, we have assumed that a cut of up to six feet may be required to form the basement floor slab.

SUBSURFACE EXPLORATIONS

Subsurface explorations consisted of four test pits (TP-1 through TP-4) performed by the Town of Webster Department of Public Works on December 21, 2010. The test pits were performed using a John Deere 310D backhoe. The test pits were located within the footprint of the proposed building and were extended to a depth of between 4 and 8 feet below existing ground surface. An O'Reilly, Talbot and Okun Associates, Inc. (OTO) engineer observed and logged each test pit. Test pit locations are shown on Figure 2. Test pit logs are attached. Photographs of the test pits are attached.

SUBSURFACE CONDITIONS

Subsurface conditions were interpreted based upon the test pits and appear favorable for the proposed construction. In general, the subsurface conditions were similar between test pits and varied little with depth. In the area of the proposed building, the ground surface was covered by between 3 and 6 inches of topsoil.

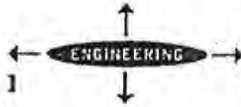
In test pits TP-2 and TP-4, the topsoil was underlain with approximately 1.5 feet of fill material. In test pits TP-1 and TP-3, fill was present at the ground surface. The fill consisted primarily of fine to medium sand and silt with little debris such as coal, ash and brick, and little gravel. This debris was likely placed during previous Site development. It should be noted that concentrations of debris within the soil matrix may vary locally across the Site, and greater amounts of debris may be encountered during construction.

Natural soils were present immediately below the fill layer in test pits TP-2 and TP-4 and immediately below the topsoil layer in test pits TP-1 and TP-3. The natural soils consisted of a brown fine sand and silt, with little amounts of medium sand and trace amounts of gravel and clay. In addition, approximately 10 to 15 boulders with diameters ranging between 1 and 2 feet and approximately 3 to 5 boulders with diameters ranging between 2 and 5 feet were encountered in test pits TP-1 through TP-3. Test pit TP-4 encountered 3 boulders with diameters between 1 and 2 feet and 7 boulders with diameters between 2 to 3 feet. These test pits were terminated at a depth of 6 to 8 feet below ground surface, due to difficult excavating conditions caused by the dense soil conditions and the large boulders encountered.

Groundwater was not encountered during the excavation of the test pits. However, perched water may be encountered during wet periods.

GEOTECHNICAL ISSUES

The significant geotechnical issues for the proposed construction addressed in this report are foundation bearing capacity and settlement, the design of basements, construction related



issues associated with the presence of large boulders, and the suitability of on-Site materials for use in engineered fills.

PRELIMINARY DESIGN RECOMMENDATIONS

In general, subsurface conditions are favorable for the proposed construction and the proposed building can be founded on normal spread footings bearing on the native Site soils.

The following recommendations are provided for the assumed construction.

Foundations

The proposed building can be founded on normal spread footing foundations bearing on the dense deposits encountered at the Site. If footing subgrades become disturbed, they should be densified prior to placement of footing concrete. We recommend that footings bearing on the dense native Site soils or compacted fill be designed for a maximum allowable bearing pressure of 4,000 pounds per square foot.

Many large cobbles and boulders were encountered during the investigations. Footings should not bear directly on a boulder or cobble, since this may cause point loads on the footing bottoms. If boulders or cobbles are present in the footing subgrades, they should be removed and replaced with compacted sand and gravel. If winter construction occurs, footings should not be placed on frozen soils. Footing excavations should be free of loose or disturbed materials.

Furthermore, we understand the existing Site building will be demolished prior to the start of construction. Non-engineered fill materials are unsuitable for beneath the building slab and foundations. If any below grade structures and utilities associated with the existing Site buildings are encountered, these areas should be removed and backfilled with engineered fill in accordance to recommendations provided below. The documentation of this fill placement should be reviewed by the geotechnical engineer. Any footings or foundation walls that are located within the footprint of the proposed building should be removed prior to construction of the new building.

We recommend that exterior footings be embedded a minimum of 48 inches below the lowest adjacent exterior grade for frost protection. Interior footings and footings in the northern portion of the building (basement) should bear at least two feet below the lowest adjacent slab elevation. Conventional spread footings should be at least 18 inches wide for continuous footings and at least 24 inches wide for isolated footings. All other applicable requirements of the Massachusetts State Building Code (MSBC) should be followed.

We anticipate that settlements of footings and slabs bearing on the natural granular material or compacted granular fill should be small and largely elastic in nature. We anticipate that



maximum settlements would be on the order of 1/2 inch or less and would occur relatively quickly after load application (during construction).

Concrete Slabs

We recommend that concrete floor slabs bear on at least 12 inches of compacted Engineered Sand and Gravel fill to provide uniform support and a capillary moisture break. The subgrade should also be free of large boulders. The Sand and Gravel fill beneath the concrete slabs should meet the grain size distribution characteristics for sand and gravel as outlined in Table 1. Fill supporting slabs should be placed in accordance with the recommendations for gradation and compaction provided below.

Seismic Considerations

Earthquake loadings must be considered under requirements in Section 1615 and 1804 of the 7th Edition (September 2008) Massachusetts State Building Code (MSBC). Note that Section 1615.0 includes Sections with prefix of "9" which refer to the applicable section of ASCE 7.

Section 1615 covers lateral forces imposed on structures from earthquake shaking. Per Table 1604.10, the maximum considered earthquake spectral response acceleration at short periods (S_s) and at 1-sec (S_1) was determined to be 0.23 and 0.064, respectively, for Webster, Massachusetts. In addition, the Site Class was determined to be Class C based upon soil data collected. Furthermore, the Site coefficients F_a and F_v were determined according to Tables 9.4.1.2.4a and 9.4.1.2.4b, using both the S_s and S_1 values and the Site Class. For this Site, F_a and F_v were determined to be 1.2 and 1.7, respectively.

Section 1804.6 relates to the liquefaction potential of the underlying soils. The liquefaction potential is evaluated for Site soils that are encountered below the water table, using Figure 18.4.6(B) of the MSBC. Based upon density, the soils at the Site would not be susceptible to liquefaction.

Basement walls should be designed to resist dynamic lateral earth forces, in accordance with Section 9.5.2.9 of the MSBC. The seismic earth forces should be applied as an inverted triangle over the height of the wall and added to the static lateral pressures. The seismic pressures should be modeled as an inverted triangle with a maximum value of $11 \times H$ at the top of the wall (where H is the vertical height of the wall). For purposes of the calculation, a total unit weight of 135 pounds per cubic foot should be used for the backfill against the basement wall.

Basements

Static lateral earth pressures will be imposed against basement walls. We recommend that an equivalent fluid density be used for the design of basement walls. Assuming the walls are free to deflect inwards at the top, an equivalent fluid pressure of 35 pounds per cubic foot should

be used to calculate the horizontal force acting on the wall. If the walls are structurally braced and not free to deflect, we recommend that a pressure of 55 pounds per cubic foot be used.

Perimeter walls that are in contact with soil should be backfilled with free draining Sand and Gravel fill, as recommended in Table 1. The soil against the exterior walls should not be over-compacted, since this would greatly increase lateral loads against the wall. The fill against exterior walls should not be compacted beyond 92 percent of the maximum dry density as determined by the Modified Proctor Test, ASTM D1557 Method C.

To prevent the build-up of water against basement walls of the proposed building, we recommend that a perimeter drainage system be installed around the basement exterior. The system will relieve the build-up of potential hydrostatic pressures against basement walls. In addition, we recommend that walls and slabs be damp-proofed. The perimeter drainage system can consist of perforated PVC pipe wrapped in filter fabric installed in a trench backfilled with Crushed Stone. The system should be designed to drain via gravity, if possible. Gradation recommendations for Crushed Stone are outlined in Table 1.

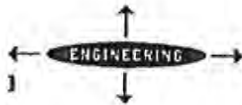
Earthwork Recommendations

We anticipate that earthwork for this project will include excavations for basements and footings, and subgrade preparation.

Three fill types are recommended, Crushed Stone for use in perimeter drainage systems or for any excavations that may extend to the groundwater table, Sand and Gravel for use within 12 inches beneath footings and floor slabs, and Granular Fill for use as miscellaneous fill. Grain size distribution requirements are presented in Table 1.

Table 1
Grain Size Distribution Requirements

Size	Sand and Gravel	Crushed Stone	Granular Fill
Percent Finer by Weight			
4 inch	100	---	100
1 inch	---	100	---
3/4 inch	---	90-100	---
1/2 inch	50-85	10-50	---
3/8 inch	---	1-20	---
No. 4	40-75	0-5	---
No. 10	---	---	30-90
No. 40	10-35	---	10-70
No. 100	---	---	---
No. 200	0-8	---	0-15



Based upon the soils encountered during test pit excavations, it does not appear that Site soils will meet the grain size distribution requirements for re-use as on Site fill. Therefore, these fill materials will need to be imported.

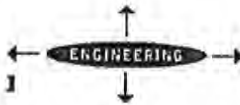
Any asphalt, concrete, topsoil, vegetation and organic soils should be stripped from beneath the proposed structure. Fill, debris, topsoil, or organic soils stripped from the excavation should not be reused as fill beneath structures. To avoid point loads, any cobbles or boulders larger than 4 inches in diameter encountered at the subgrade for footings and slabs-on-grade should be removed and replaced with compacted Sand and Gravel fill. Large excavations may result from the removal of large boulders. Fill should be placed in lifts of no more than 12-inches thick and compacted with at least four passes with a vibrating drum roller (minimum of 6,000 pound weight). Compaction should achieve at least 95% of the Modified Proctor dry density as defined in ASTM D1557, Method C.

The contractor should note that the native silty soils at the Site are susceptible to moisture due to the high percentage of fines within the soil mass. If these soils become wet during construction, they will become soft and easily disturbed. During winter construction periods, the fine grained soils will tend to remain wet and can not be easily dried or stabilized. It may be necessary to remove the disturbed soils and replace the materials with compacted Sand and Gravel or Crushed Stone. To avoid this potential issue, the contractor should establish and maintain proper drainage of soil surfaces.

Additional Services

During final design, we recommend additional geotechnical engineering services. These services and construction should at a minimum include:

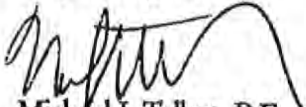
1. Soil borings within the footprint of the proposed building;
2. Laboratory analyses of soil samples, to evaluate their suitability for use as engineered fill;
3. Preparation of a final design report; and
4. Construction phase services.



We appreciated the opportunity to be of service on this project. If you have any questions, please call the undersigned.

Sincerely yours,
O'Reilly, Talbot & Okun Associates, Inc.


Sean M. Carr *Km*
Project Engineer


Michael J. Talbot, P.E.
Principal


Ashley L. Mickiewicz, P.E.
Senior Project Manager

Attachments: Limitations, Site Locus, Site Plan, Test Pit Logs, Photographs

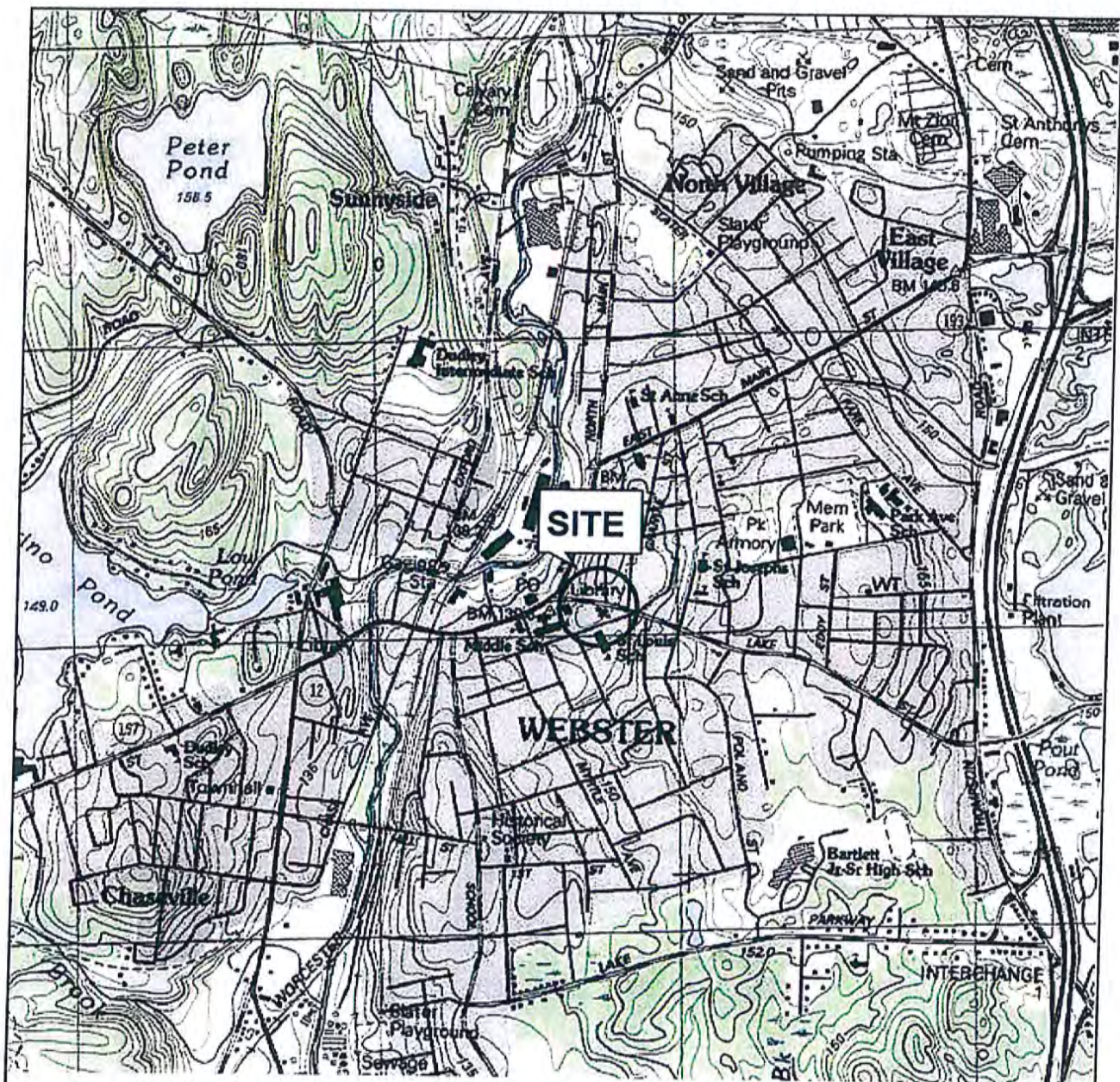
F:\J0800\863 DRA Inc\03-01 Webster Library 2 Lake St Webster MA-Geotech\Geotech Report 1-17-2011.doc

LIMITATIONS

LIMITATIONS

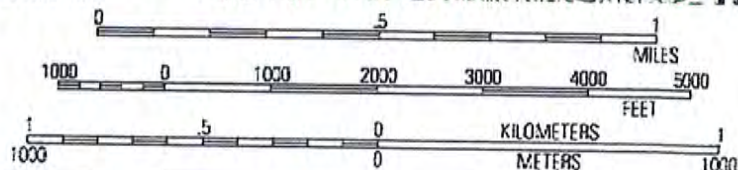
1. The observations presented in this report were made under the conditions described herein. The conclusions presented in this report were based solely upon the services described in the report and not on scientific tasks or procedures beyond the scope of the project or the time and budgetary constraints imposed by the client. The work described in this report was carried out in accordance with the Statement of Terms and Conditions attached to our proposal.
2. The analysis and recommendations submitted in this report are based in part upon the data obtained from widely spaced subsurface explorations. The nature and extent of variations between these explorations may not become evident until construction. If variations then appear evident, it may be necessary to reevaluate the recommendations of this report.
3. The generalized soil profile described in the text is intended to convey trends in subsurface conditions. The boundaries between strata are approximate and idealized and have been developed by interpretations of widely spaced explorations and samples; actual soil transitions are probably more erratic. For specific information, refer to the boring logs.
4. In the event that any changes in the nature, design or location of the proposed structures are planned, the conclusions and recommendations contained in this report shall not be considered valid unless the changes are reviewed and conclusions of this report modified or verified in writing by O'Reilly, Talbot & Okun Associates Inc. It is recommended that we be retained to provide a general review of final plans and specifications.
5. Our report was prepared for the exclusive benefit of our client. Reliance upon the report and its conclusions is not made to third parties or future property owners.

FIGURES
(Site Locus and Site Plan)



Topographic Map Quadrant: Oxford, MA
 Map Version: 1979
 Current as of: 1977

©2003 National Geographic Holdings, Inc.



O'Reilly, Talbot & Okun
 [ASSOCIATES]



293 Bridge Street, Suite 500
 Springfield, Massachusetts 01103

Phone: 413-788-6222
 www.oto-env.com

2 Lake Street
 Webster, Massachusetts

SITE LOCUS

January, 2011

Figure 1

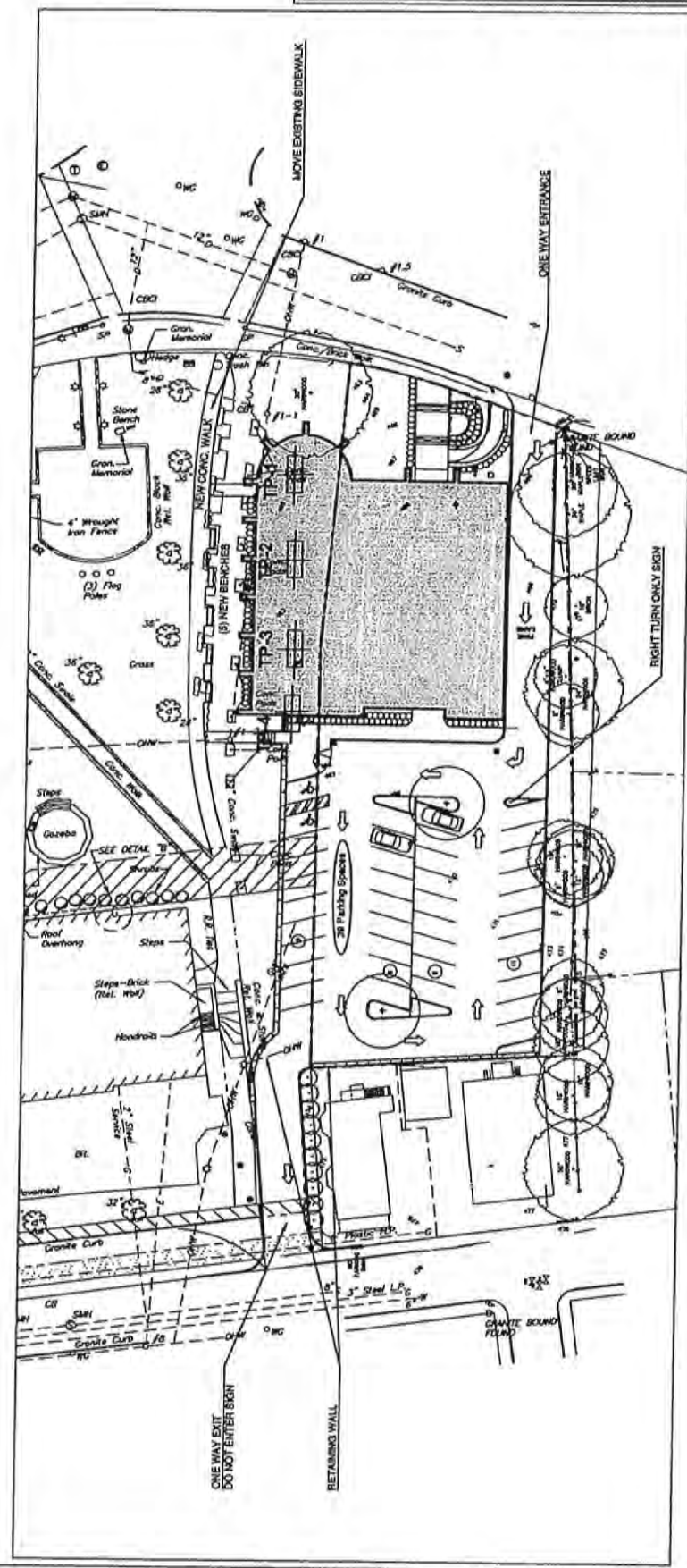
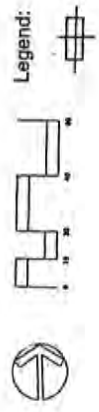


Figure 2 - Site Plan



Test pit location. Test pits conducted on December 21, 2010 by the Town of Webster Department of Public Works, observed by OTO.

O'Reilly, Talbot and Okun Associates, Inc.
Job Number 0863-03-01
Proposed New Library
2 Lake Street
Webster, Massachusetts

TEST PIT LOGS

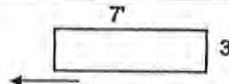
TEST PIT LOG

O'Reilly, Talbot & Okun Associates, Inc. 293 Bridge Street, Suite 500 Springfield, Massachusetts 01103 (413) 788-6222	PROJECT Description: Webster Library Location: Webster, MA	Test Pit No. TP-1 Job No.: 0863-03-01 Date: 12/21/2010
---	---	--

Engineer/Geologist: Sean Carr Weather: Snow/20s Operator: Jimmy	Contractor: Town of Webster Dept. of Public Works Backhoe: John Deere 310D Capacity: Trench Bucket (3cf)	Ground Elev: Approx. 463 ft Start: 08:10 a.m. Finish: 08:54 a.m.
---	---	--

DEPTH (ft.)	SOIL DESCRIPTION	EXCAV. EFFORT	BOULDER COUNT	REMARKS
	Top 2"4": Dark brown, SILT and FIBROUS ORGANICS, little fine to medium sand, little gravel, dry (TOPSOIL)	D		
			Approximately 15 1-2' diameter	
		D		
	Brown, fine SAND, SILT and BOULDERS, little medium sand, trace cobbles, trace gravel, dry		Approximately 5 2-4' diameter	
5				
	End of exploration at 6'			
10				

REMARKS:
 1. Approximately 2"-6" of frost

PLAN 	LEGEND Northwest of existing library	EFFORT E = Easy M = Moderate D = Difficult
---	--	--

TEST PIT LOG

O'Reilly, Talbot & Okun Associates, Inc. 293 Bridge Street, Suite 500 Springfield, Massachusetts 01103 (413) 788-6222	PROJECT Description: Webster Library Location: Webster, MA	Test Pit No. TP-2 Job No.: 0863-03-01 Date: 12/21/2010
---	---	--

Engineer/Geologist: Sean Carr
Weather: Snow/20s
Operator: Jimmy


Contractor: Dept. of Public Works
Backhoe: John Deere 310D
Capacity: Trench Bucket (3cf)

Ground Elev: Approx. 463 feet
Start: 08:55 a.m.
Finish: 09:45 a.m.

[illegible]

REMARKS:

1. Approximately 2"-4" of frost

	LEGEND West of existing library northern half of proposed building	EFFORT E = Easy M = Moderate D = Difficult
--	---	--

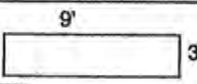
TEST PIT LOG

O'Reilly, Talbot & Okun Associates, Inc. 293 Bridge Street, Suite 500 Springfield, Massachusetts 01103 (413) 788-6222	PROJECT Description: Webster Library Location: Webster, MA	Test Pit No. TP-3 Job No.: 0863-03-01 Date: 12/21/2010
--	--	--

Engineer/Geologist: Sean Carr Weather: Overcast/20s Operator: Jimmy	Contractor: Town of Webster Dept. of Public Works Backhoe: John Deere 310D Capacity: Trench Bucket (3cf)	Ground Elev: Approx. 464 feet Start: 09:45 a.m. Finish: 10:15 a.m.
---	---	--

DEPTH (ft.)	SOIL DESCRIPTION	EXCAV. EFFORT	BOULDER COUNT	REMARKS
	3"-6": Dark brown, SILT and FIBROUS ORGANICS, little fine to medium sand, trace gravel, dry (TOPSOIL)	M		
5	Light brown with rust mottling, SILT, fine SAND and BOULDERS, little medium sand, trace gravel, trace clay, dry	D	Approximately 10 1-2' diameter	
10	End of exploration at 6'		Approximately 4 2-5' diameter	

REMARKS: 1. Approximately 2"-4" of frost

PLAN 	LEGEND West of existing library southern half of proposed building	EFFORT E = Easy M = Moderate D = Difficult
---	--	---

TEST PIT LOG

O'Reilly, Talbot & Okun Associates, Inc.
293 Bridge Street, Suite 500
Springfield, Massachusetts 01103
(413) 788-6222

PROJECT
Description: Webster Library
Location: Webster, MA

Test Pit No. TP-4
Job No.: 0863-03-01
Date: 12/21/2010

Engineer/Geologist: Sean Carr
Weather: Overcast/20s
Operator: Jimmy

Town of Webster
Contractor: Dept. of Public Works
Backhoe: John Deere 310D
Capacity: Trench Bucket (3cf)

Ground Elev: Approx 465 feet
Start: 10:15 a.m.
Finish: 11:00 a.m.

DEPTH (ft.)	SOIL DESCRIPTION	EXCAV. EFFORT	BOULDER COUNT	REMARKS
	2"-4": Dark brown, SILT and FIBROUS ORGANICS, little fine sand, trace gravel, dry (TOPSOIL)	M		
	Dark brown, fine to medium SAND and SILT, some boulders, little to trace debris (ash, coal, brick), dry (FILL)	D	Approximately 3 3' diameter	
5	Light brown, SILT and fine SAND, little boulders, little gravel, little medium to coarse sand, dry	M	Approximately 3 1-2' diameter	
			Approximately 4 2-3' diameter	
	End of exploration at 8'			
10				

REMARKS:

1. Approximately 4"-6" of frost

PLAN	LEGEND	EFFORT
	Southwest of existing library	E = Easy M = Moderate D = Difficult

PHOTOGRAPHS



TP-1



TP-1 (sidewall)



TP-1 (boulder)



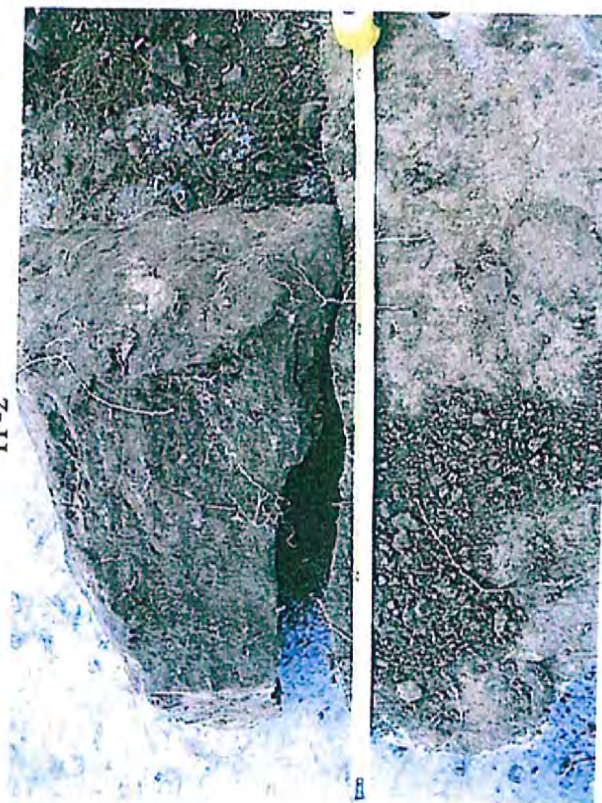
TP-1 (stockpile)



TP-2



TP-2 (sidewall)



TP-2 (boulders)



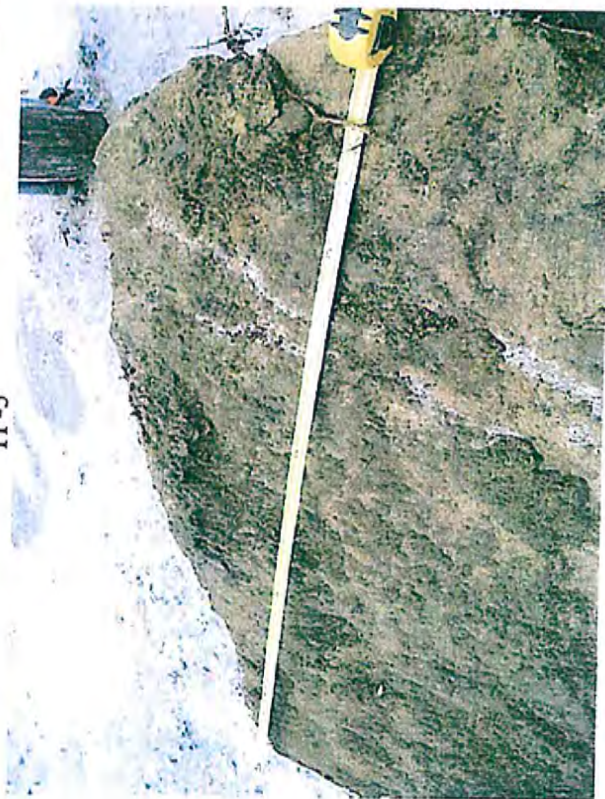
TP-2 (stockpile)



TP-3



TP-3 (boulder)



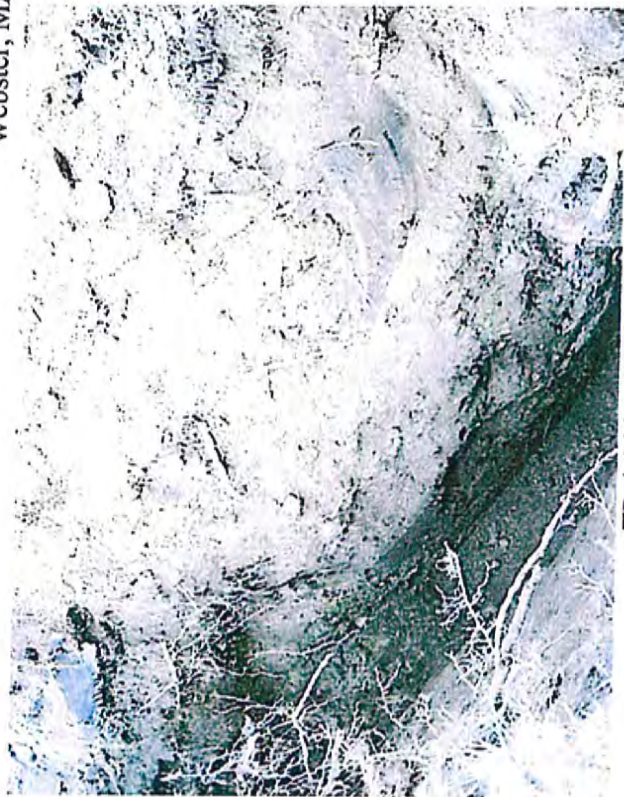
TP-3 (boulder)



TP-3 (stockpile)



TP-4



TP-4 (sidewall)



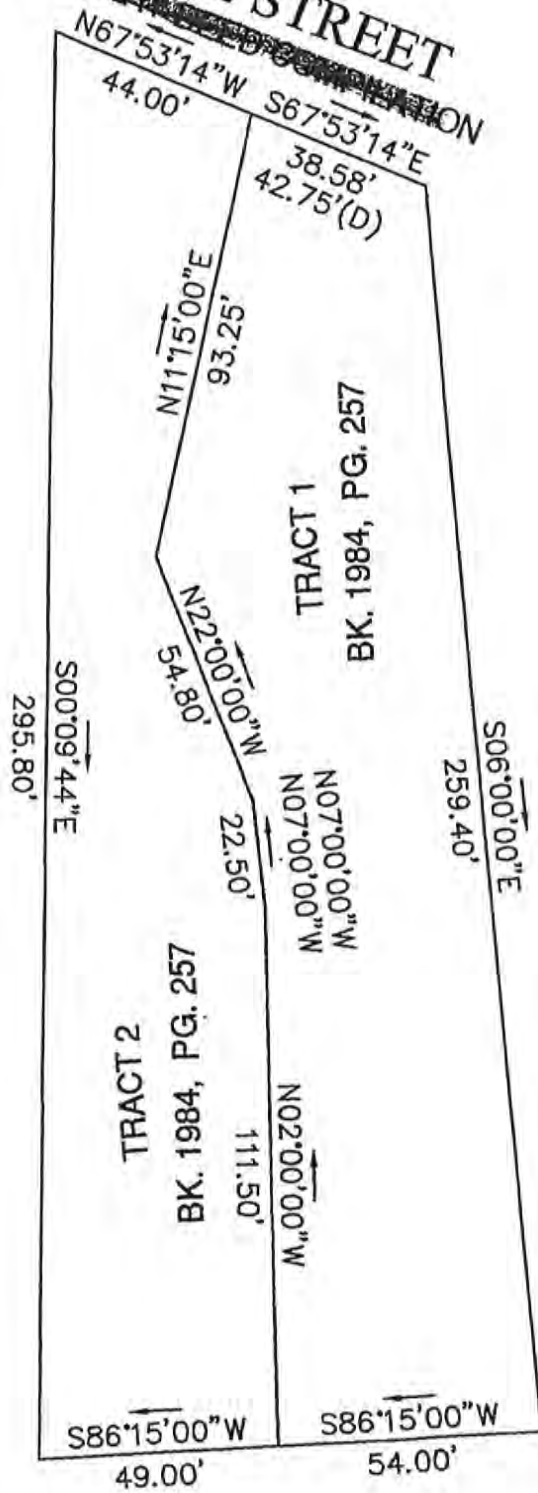
TP-4 (boulder)



TP-4 (boulder)

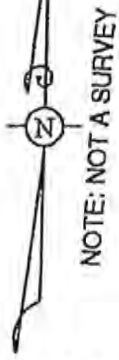
APPENDIX I
SITE PLAN & SURVEY

LAKE STREET



BOOK 1984, PAGE 257
BARTLETT
TO
TOWN OF WEBSTER

TOWN OF WEBSTER D.P.W.
STANLEY A. DUSZLAK, P.L.S.
NOT TO SCALE: JUNE 2007



POSSIBLE REMNANT OF OLD
CURB CUT TO LANE. CALLED
FOR IN DEED.

LAKE

STREET

EXCEPTION IN TRACT 2 IS FOR A TRIANGULAR
PARCEL OF LAND TAKEN ALONG LAKE STREET
TO WIDEN THE STREET, AND CONTAINED 136.17 SQ. FT.

FORMERLY Dupre
NOW
TOWN OF WEBSTER

295.80'

S00°09'44"E

TRACT 2

BK. 1984, PG. 257

TRACT 1

BK. 1984, PG. 257

N/F PHILLA M. DUPONT

BK. 23629, PG. 007

N/F EARL V. FAULK

BK. 5958, PG. 137

TAKEN FOR STREET IN 1908

VETERANS LANE

TOWN OF WEBSTER

FORMERLY ANDERSON
NOW
TOWN OF WEBSTER

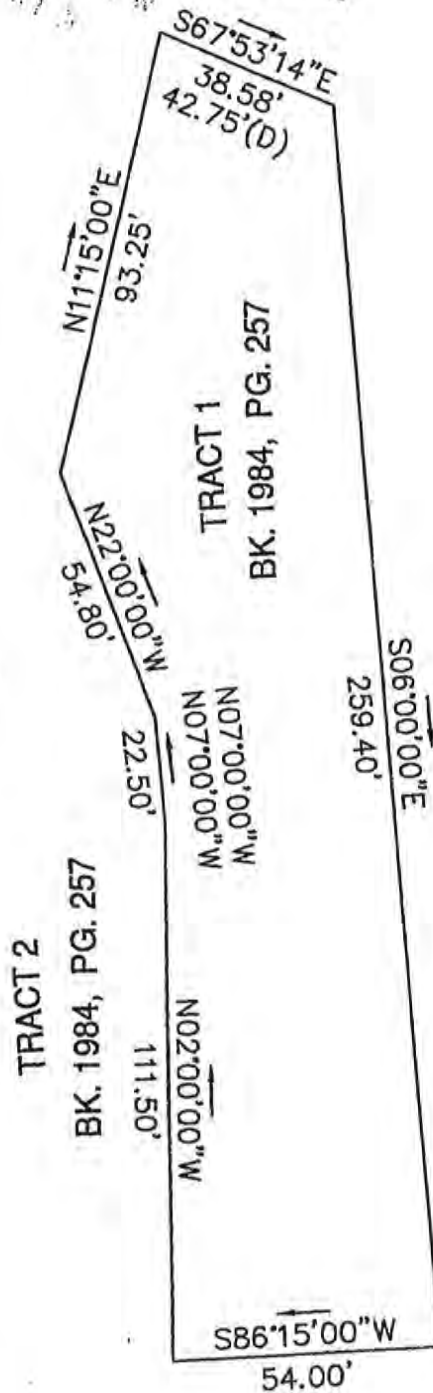
JOHN WOOD
TO
HATTIE E. EMERSON
EXCEPTION IN TRACT 2
DEEDED TO HATTIE EMERSON

STREET

NEGUS

Rec'd from
Stanley Duszlak
on June 9, 2008

LAKE STREET



53.00' ...
14, 578.4575 ...

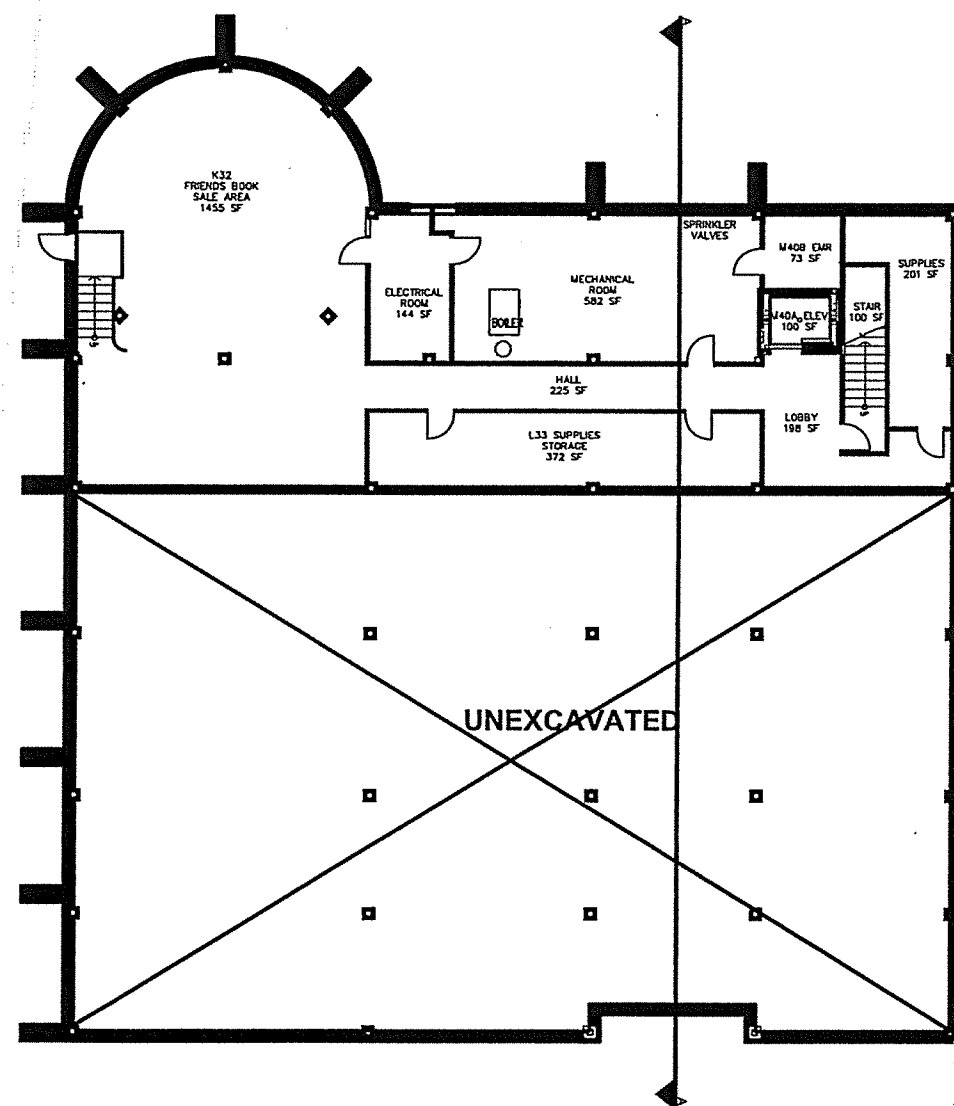
Rec'd from Stanley
6/9/08

APPENDIX J

SCHEMATIC DRAWINGS

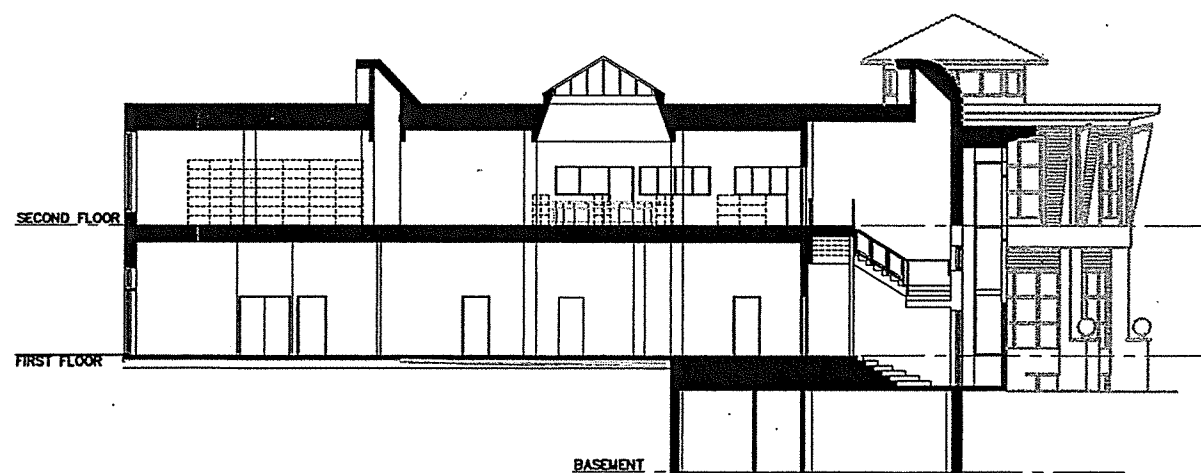
**PROPOSED
 NEW LIBRARY**

**2 LAKE STREET
 WEBSTER,
 MASSACHUSETTS**



**BASEMENT PLAN
 3530 SF.**

**CHESTER C. CORBIN LIBRARY
 WEBSTER, MA. SCHEME 1-20-11**



SECTION - A

**BASEMENT
 PLAN AND
 SECTION**

Scale: 1/8"=1'-0"
 Job No.: 08019.00
 By: KCB
 Date: 1-20-11

A-0



CHESTER C. CORBIN LIBRARY
WEBSTER, MA. SCHEME 1-20-11



CHESTER C. CORBIN LIBRARY
WEBSTER, MA. SCHEME 1-20-11

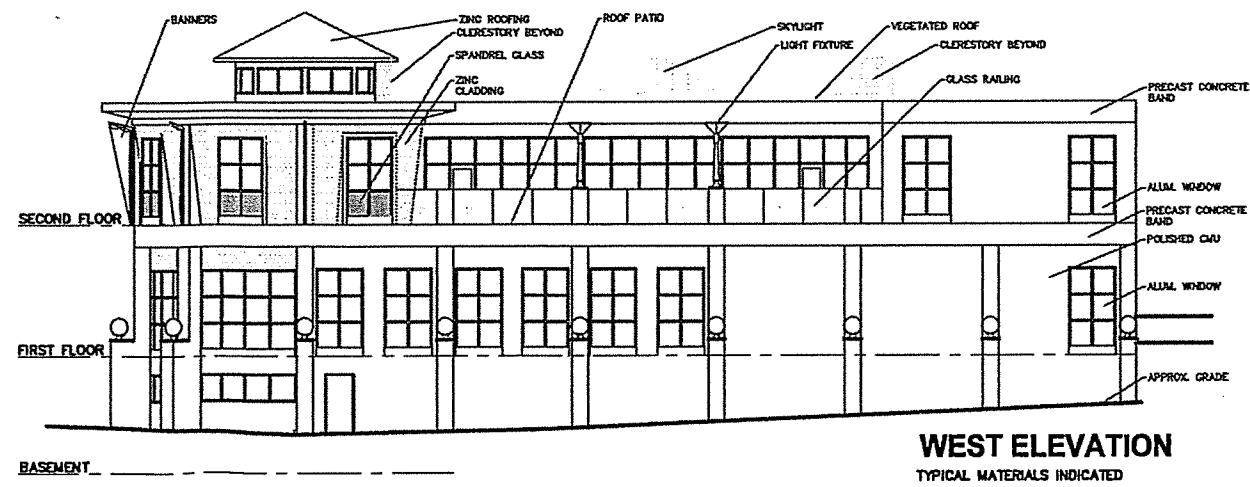
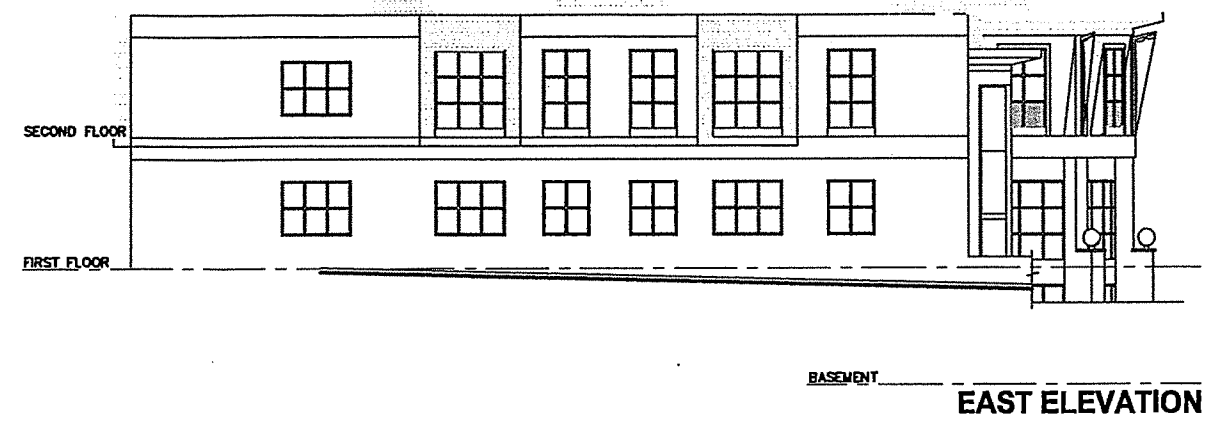
**PROPOSED
NEW LIBRARY**


2 LAKE STREET
WEBSTER,
MASSACHUSETTS

**EXTERIOR
ELEVATIONS**

Scale: 1/8"=1'-0"
 Job No.: 06018.00
 By: KCB
 Date: 1-20-11

A-2





D·R·A

Drummey
 Flossner
 Anderson,
 Inc.

141 North Road
 Oakley Hall
 Newton Centre, MA
 02459-2218

Planning
 Architecture
 Interior Design

617.664.7200
 Fax: 617.664.8004
 196@dra.com

PROPOSED
NEW LIBRARY

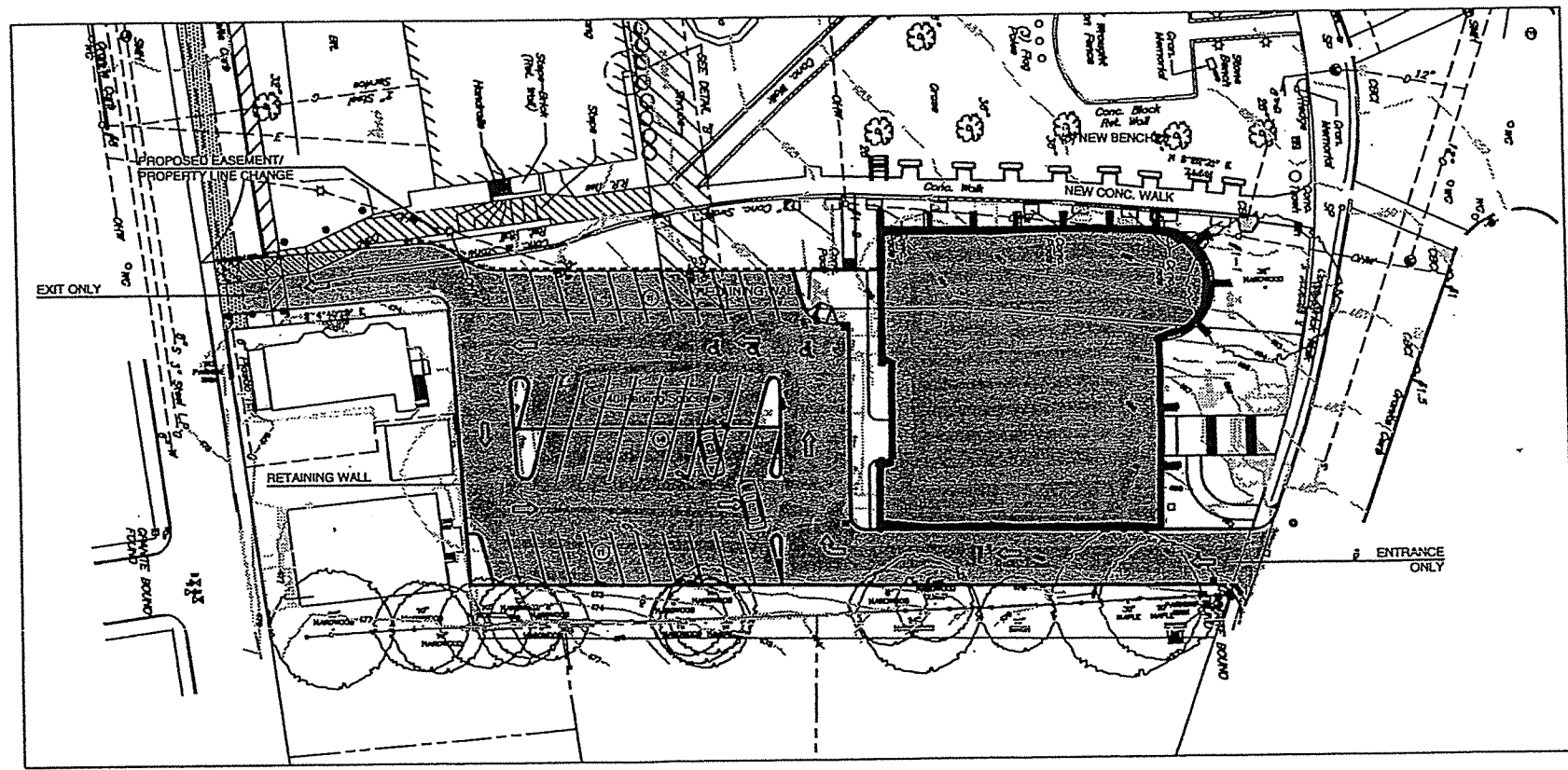
2 LAKE STREET
WEBSTER,
MASSACHUSETTS



PROPOSED
SITE PLAN

Scale: 1"=20'
 Job No: 00018.00
 By: HCB
 Date: 1-25-11

L-1



Parking Plans

The proposed plan provides 39 parking spaces. The zoning regulations state that parking shall be adequate for the intended use. MBLC guidelines recommending one space per 400SF, but, with consideration of on-street parking the guideline can be met. The project will be seeking LEED certification, and under the program projects are encouraged to reduce parking to below zoning requirements. In addition, the Planning Board provided positive support for the proposed design and parking approach.

APPENDIX K
PACKAGE CHECKLIST

Section 5: Appendices and Attachments

	Page No.
A. Title/Deed	<u>1-6</u>
B. Copy of Town Meeting/City Council Vote	<u>1</u>
C. City/Town Map Showing Location of Proposed Site	<u>1</u>
D. Floor Plans of Existing Building	<u>1</u>
E. Excerpted Pages from Master Plan/Library Long Range Plan	<u>1-8</u>
F. Library Building Program	<u>1-65</u>
G. Geotechnical Report by Geotechnical Consultant	<u>1-22</u>
H. Schematic Design Drawings	<u>1-5</u>
<ul style="list-style-type: none"> One (1) full size set of schematic drawings, or design development plans and preliminary specifications, in their latest version available. (Scale: 1" = 8ft.) Schematic drawings are adequate for the purposes of a grant application, however you should submit whatever is the latest version. Depending on the status of your project, that may be schematic, design development, or even working drawings. For building designs involving many levels and/or ceiling heights, including cross sections is recommended. Floor plan with a complete furnishings and equipment layout. For an addition/renovation, provide a floor plan of the existing building with furnishings and equipment layout as well as one for proposed layout. Indicate number of square feet in each area/room. Elevations of proposed facades, especially those showing public entrances. Site plan and topographical survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger). Include written explanation of parking plans. CLARIFICATION: All copies of application should have a reduced scale copy of schematic, or latest, drawings. The layouts with furnishings and equipment are extremely important to the readers of your grant application. It is advised that documents should be/must be clear and readable, with labels to indicate location and square footage of areas and facilities directly on the drawings themselves, not in a key or legend section. Standard architectural-size drawings are acceptable, as is 11" x 17" paper. The layout should include such details as shelving and reader seats, location of restrooms, elevators, staff offices, public service desks, fire exits, janitor's facilities, etc. The important points here are clarity and readability. Exterior elevations are required. For building designs involving many levels and/or ceiling heights, include cross sections. 	
I. Application Package Checklist	<u>1-49</u>
Other attachments (label sequentially)	
Hazardous Materials Survey Report	<u>1-49</u>

Application Package Checklist

The following checklist is provided to assist in submitting a complete application package. Complete and attach this checklist to the original copy the application. If necessary, indicate in the space provided, each item that will be forwarded under a separate cover.

This application is being submitted for the following type of project: (check one only)

☒ New Construction
 ☐ Addition/Renovation
☐ Joint Public Library
 ☐ Conversion of an Existing Building

Package	Separate Cover	Item
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Complete original and labeled "Original Copy" and seven additional copies in 1" to 3" binders
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Original and dated signatures in "Original Copy"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All sections and questions answered completely
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Massachusetts Historical Commission Notification Form/Approval Letter
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification of Application filled out completely
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of title/deed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	City/town map showing proposed site and directions to it
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site plan and topographic survey
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Library Building Program
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor plan of existing building
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Preliminary schematic design drawings of proposed building prepared by architect with labeled furniture layouts in each binder (reduced size)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One full-sized set of preliminary schematic design drawings prepared by architect with furniture layouts and done to 1/8" = 1' or large
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of site suitability certification by geotechnical consultant
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Photographs of the existing conditions and building/proposed site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copies of town meeting or city council votes (If not included in application give anticipated date of vote.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LEED for New Construction and Major Renovation 2009 Project Scorecard from for applicants applying for the MPLCP Green Library Incentive
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other (please list) <u>Hazardous Materials Survey Report</u>

OTHER
HAZMAT

Hazardous Materials Survey Report

Chester C. Corbin Library

Webster, Massachusetts

Drummey Rosane Anderson, Inc.

Windsor, Connecticut

March 24, 2009



FUSS & O'NEILL

Disciplines to Deliver

Fuss & O'Neill EnviroScience, LLC

795 North Mountain Road

Newington, Connecticut 06111

20090293.A1E



FUSS & O'NEILL
EnviroScience, LLC

Disciplines to Deliver

March 24, 2009

Mr. Kenneth C. Best AIA
Principal
Drummeys Rosane Anderson, Inc.
Windsor Station
35 Central Street
Windsor, CT 06095

RE: Hazardous Materials Inspection
Chester C. Corbin Library, Webster, MA
Fuss & O'Neill EnviroScience Project No. 20090293.A1E

Dear Mr. Best:

Enclosed is the report for the hazardous materials survey performed at the Chester C. Corbin Library at 2 Lake Street in Webster, Massachusetts.

The survey was performed on March 3 and 4, 2009 by a Fuss & O'Neill EnviroScience, LLC licensed inspector and included an asbestos inspection, screening for lead-based paint, and assessment of PCB-containing ballasts and possible mercury hazards.

The information summarized in this document is for the above-mentioned materials only. It does not include information on other hazardous materials that may exist in the property (such as underground storage tanks).

If you have any questions regarding the contents of this report, please do not hesitate to contact me at (860) 953-2700, extension 3007. Thank you for this opportunity to have served your environmental needs.

Sincerely,

Paul Bateman / fmc
Paul Bateman
Analyst II

795 N. Mountain Road
Newington, CT
06111

t (860) 953-2700
f (860) 953-3203

www.FandO.com

Connecticut /kr
Massachusetts
New York
Rhode Island
South Carolina

Enclosure



Table of Contents

Hazardous Materials Survey Report Drummey Rosane Anderson, Inc.

1	Introduction.....	1
2	Asbestos Inspection	1
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2.2	Discussion.....	3
2.3	Conclusion	3
2.4	Cost of Abatement	3
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4.2.1	Results	7

APPENDICES

APPENDIX A - ASBESTOS SAMPLE RESULTS AND CHAIN OF CUSTODY
APPENDIX B - LEAD PAINT TESTING PROCEDURES AND EQUIPMENT
APPENDIX C - LEAD TESTING FIELD DATA SHEETS



1 Introduction

On March 3 and 4, 2009, Fuss & O'Neill EnviroScience, LLC (EnviroScience) Environmental Analyst II, Paul Bateman, a State of Connecticut Licensed Asbestos and Lead Paint Inspector, performed a hazardous materials survey of the Chester C. Corbin Library in Webster, Massachusetts, which is slated for demolition.

This inspection was performed in response to the planned demolition of the selected areas of the Chester C. Corbin Library, and consisted of a survey for asbestos containing materials (ACM), a screening of painted surfaces for lead and an evaluation of fluorescent light fixtures for PCB ballasts and light tubes for mercury.

The interior and exterior of the target areas were inspected in accordance with EnviroScience's written proposal dated March 5, 2009.

2 Asbestos Inspection

During this inspection, suspect ACM were separated into three USEPA categories. These categories are: thermal system insulation (TSI), surfacing ACM, and miscellaneous ACM. TSI includes all materials used to prevent heat loss or gain or water condensation on mechanical systems. Examples of TSI are pipe insulation, boiler insulation, duct insulation, and mudded insulation on pipe fittings. Surfacing ACM includes all ACM that is sprayed, troweled, or otherwise applied to an existing surface. Surfacing ACM is commonly used for fireproofing, decorative, and acoustical applications. Miscellaneous materials include all ACM not listed in thermal or surfacing, such as linoleum, vinyl asbestos flooring, and ceiling tiles.

All suspect ACM were sampled. Materials that were sampled were analyzed by Polarized Light Microscopy (PLM).

Finally, all ACM were quantified in linear and square footage, depending on the nature of the material. The asbestos content, quantities, and locations of ACM identified by bulk sample analysis are listed in *Table 1* of the Results section.

2.1 Results

Utilizing the USEPA protocol and criteria, the following materials were determined to be ACM:

TABLE 1

LOCATION	MATERIAL TYPE	% ASBESTOS	QUANTITY	SAMPLE ID
INTERIOR				
Main floor, stairwell landings and basement restrooms-painted gray in men's room and covered with linoleum in ladies room	9" x 9" green and gray floor tiles-under carpet	10% Chrysotile	2,500 SF	3-3-PB-01A



LOCATION	MATERIAL TYPE	% ASBESTOS	QUANTITY	SAMPLE ID
EXTERIOR				
Exterior-doors	Door caulking compound	5% Chrysotile	4 Door systems	3-3-PB-23A
Exterior windows	Window caulking compound	5% Chrysotile	52 Each	3-3-PB-24A
Above fixed ceiling, in chase; or in solid walls	Pipe insulation	Assumed	Unknown-Allowance 300 LF	Assumed-Not Visible

LF = Linear Feet, SF = Square Feet

Utilizing the USEPA protocol and criteria, the following materials were determined to be non-ACM:

TABLE 2

LOCATION	MATERIAL TYPE	SAMPLE ID
Main floor and basement restroom	Associated mastic and paper with the 9" x 9" floor tiles	3-3-PB-02A-C
Main floor and basement level	Carpet glue	3-3-PB-03A-C
Main floor and basement	4" tan and brown base cove	3-3-PB-04A-C
Main floor and basement	Associated glue with base cove	3-3-PB-05A-C
Basement restroom	Tan/gray linoleum	3-3-PB-06A-C
Basement restroom	Linoleum glue	3-3-PB-07A-C
Main level-halls and basement level	Sheetrock	3-3-PB-08A-C
Basement conference room	2' x 4' ceiling tiles	3-3-PB-09A-C
Basement hall	2' x 2' ceiling tiles	3-3-PB-10A-C
Basement vestibule	Textured ceiling paint	3-3-PB-11A-C
Basement hall	Wallboard	3-3-PB-12A-C
Children's library-basement	Linoleum on wall	3-3-PB-13A-C
Interior doors-all levels	Door caulking compound	3-3-PB-14A-C
All areas	Wall plaster-skim coat	3-3-PB-15A-G
All areas	Wall plaster-rough coat	3-3-PB-16A-G
All areas	Ceiling plaster-skim coat	3-3-PB-17A-E
All areas	Ceiling plaster-rough coat	3-3-PB-18A-E
Boiler room	Ceiling plaster-one coat	3-3-PB-19A-C
Boiler room	Chimney flue cement	3-3-PB-20A
Men's restroom	1' x 1' ceiling tiles-no glue	3-3-PB-21A
Basement conference room	Sink undercoating	3-3-PB-22A
Exterior windows	Window glazing compound	3-3-PB-25A-C
Main level-halls and basement level	Joint compound	3-3-PB-26A-C
Exterior roof	Roof shingles	3-3-PB-27A-C
Exterior roof	Paper under roof shingles	3-3-PB-28A-C
Exterior roof	Roof tar	3-3-PB-29A-C
Attic	Attic insulation	3-19-PB-01A-C

2.2 Discussion

The USEPA defines any material that contains greater than one percent ($>1\%$) asbestos, utilizing PLM, as being an ACM. Materials that are identified as "none detected" are specified as not containing asbestos.

The boiler was replaced two years ago and no suspect asbestos containing materials were found associated with it. The pipe insulation observed in all areas was composed of fiberglass. The duct work had no caulking or flex connector on them. There were no glue daubs on any of the ceiling tiles in the building.

The green and gray 9" x 9" floor tiles were painted in the basement men's restroom. These are the same floor tiles located under carpeting on the main floor. The green and gray 9" x 9" floor tiles are located on most of the main level and stairwell landings under carpet. This material was reported removed in some areas on the main level. The carpet could not be lifted in all areas to reveal the extent of the floor tile but the estimated total square footage in all areas is 2,500 SF.

Insulation samples in the attic of the library were collected by the Architect. Analysis of these samples found the material to be non-ACM.

2.3 Conclusion

All ACM is identified in Section 2.1 (*Table 1*) must be removed by a Commonwealth of Massachusetts Licensed Asbestos Abatement Contractor prior to building demolition. This is a requirement of the Commonwealth of Massachusetts Department of Environmental Protection (MADEP) and the Commonwealth of Massachusetts Department of Labor and Workforce Development (DLWD) Standards for Asbestos Abatement.

Any suspect material encountered during renovation/demolition that is not identified in this report as being non-ACM, should be assumed to be ACM unless sample results prove otherwise.

Please see *Appendix A* for the chain-of-custody and sample results.

2.4 Cost of Abatement

The estimated cost of abating the ACM listed in Section 2.1, *Table 1* was determined using unit prices currently associated with industry standards. Costs were then adjusted using job cost multipliers to account for specific job conditions. This is an estimate only and is solely intended to assist the client for budgetary purpose. Actual cost will vary inversely with the size of the project and will depend on market condition. The estimated removal costs are as follows:

TABLE 3

LOCATION	MATERIAL	ESTIMATED QUANTITY	UNIT COST	TOTAL COST
Main floor, stairwell landings and basement restrooms-painted gray in men's room and covered with linoleum in ladies room	9" x 9" green and gray floor tiles-under carpet	2,500 SF	\$6.00/SF	\$15,000.00
Exterior-doors	Door caulking compound	4 Door systems	\$200.00/EA	\$800.00
Exterior windows	Window caulking Compound	52 Each	\$200.00/EA	\$10,400.00
Window exterior/interior	Lead paint - OSHA	52 Each	\$100.00/EA	\$5,200.00
DEHP Ballast/Mercury Fluorescent Lamps	DEHP Ballasts	140	\$2,000.00	\$2,000.00
	Fluorescent Lamps	280		
Above fixed ceiling, pipe chases, and behind solid walls	Pipe insulation	Assume 300 LF	\$12/LF	\$3,600.00
SUBTOTAL:				\$37,000.00
~5% CONTINGENCY:				\$3,000.00
TOTAL:				\$40,000.00

3 Lead-Based Paint Screening

A lead paint screen was performed at the Chester C. Corbin Library In Webster, Massachusetts by EnviroScience's Environmental Analyst II, Paul Bateman on March 3, 2009. The library was constructed in 1920 with addition of an elevator in 1998 and roof in 2003. No other structural work was performed on the building. A direct reading X-ray fluorescence (XRF) analyzer was used to perform the screening. The screen was conducted in accordance with the protocol outlined in the attached document: Testing Procedures and Equipment (*Appendix B*).

For the purpose of this screen, various interior and exterior components representing the initial painting history of the building and any building-wide repainting by the owners/managers of these building components were tested. Of course, individual repainting efforts are not discoverable in such a limited testing program. The purpose of this screen was to identify trends in the painting history of the building in order to determine if Toxicity Characteristic Leachate Procedure (TCLP) analysis was required.

The building was constructed with a brick and wood siding exterior with wood window and metal door systems. The interior is plaster, wood and sheetrock with wood and concrete floors.

3.1 Results

The screen indicated consistent painting trends throughout the building interior and exteriors. No painted components were determined to contain dangerous levels of lead (greater than 1.0 milligrams of lead per square centimeter of paint) with the exception of the following:

ITEM	LOCATION	READING (MG/CM ²)
Door	Boiler room-side C	2.5
Window parting bead	Main level-side D	1.0
Window sash	Main level-side D	6.2
Window parting bead	Basement storage-side B	1.2
Window sash	Basement storage-side B	8.6
Window sash	Basement children's room-side D	3.6
Wall panels	Basement hall-side-B	1.5
Boiler room	Wall- wainscoting-side A	3.2
Upper trim	Exterior- sides-A,B,C,D	>9.9-all sides
Window sill	Exterior-sides B-1, B-2, D	1.5, 2.0, 2.5
Window sash	Exterior -sides A,B,C	>9.9, 2.0, 2.0
Window casing	Exterior -sides A,B,C	>9.9-all sides
Door casing	Exterior-sides-A,D	>9.9, 8.0
Window lintels	Exterior -sides B,C,D	5.0, 4.9, 2.3

A TCLP was not conducted in order to maintain the integrity and aesthetics of the occupied building. Once the exact waste stream is known a TCLP test should be conducted on the materials to be disposed.

Disclaimer: The information contained in this report concerning the presence or absence of lead paint does not constitute a comprehensive lead inspection under Massachusetts Department of Health regulations, Section 454CMR sections 22.01 to 22.91. The surfaces tested represent only a portion of those surfaces that would be tested to determine whether the premises are in compliance with Massachusetts regulations.

The Contractor shall be aware that OSHA has not established a level of lead in a material below which 29 CFR 1926.62 does not apply. The Contractor shall comply with exposure assessment criteria, interim worker protection and other requirements of the regulation as necessary to protect workers and building occupants.

The testing results are provided as *Appendix C* in this report.

3.2 Conclusion

Dangerous levels of lead based paint were discovered on some interior and exterior components of the building. This was mainly confined to exterior trim, door and window systems. A TCLP was not conducted in order to maintain the integrity and aesthetics of the occupied building. Once the exact waste stream is known a TCLP test should be conducted on the materials to be disposed.



4 PCB-Containing Fluorescent Ballasts and Mercury-Containing Lamps

4.1 PCB-Containing Fluorescent Ballasts

On March 3, 2009, EnviroScience's representative, Paul Bateman, performed an inspection of representative fluorescent light fixtures to identify possible PCB-containing ballasts.

Typical ballasts were examined in-place on their fixtures for evidence of "No PCB" labels or for manufacturer's information that could be used to determine the PCB content. If neither of the above methods could be used to determine the existence of PCBs, the ballasts were assumed to contain PCBs.

4.1.1 Results

The following ballasts had "No-PCB" labels:

LOCATION	QUANTITY
Main level	92
Basement children's library	30
Basement conference room	6
Basement hall	7
Boiler room	1
Storage room across from boiler room	4
TOTAL:	140

4.1.2 Recommendation

Nearly all fluorescent light ballasts manufactured prior to 1979 contain capacitors that contain PCBs. Ballasts installed as late as 1985 may contain PCB capacitors. Fluorescent light ballasts that are not labeled as "No-PCBs" must be assumed to contain PCBs unless proven otherwise by quantitative analytical testing.

Capacitors in fluorescent light ballasts labeled as non-PCB containing may contain diethylhexyl phthalate (DEHP). DEHP was the primary substitute to replace PCBs for small capacitors in fluorescent lighting ballasts. DEHP is a toxic substance, a suspected carcinogen and is listed under RCRA and the Superfund law as a hazardous waste. Therefore, Superfund liability exists for land filling DEHP ballasts.

4.2 Mercury-Containing Lamps

On March 3, 2009 EnviroScience's representative, Paul Bateman, performed an inventory of mercury lamps, thermometers, and mercury switches. These fixtures were inventoried in-place.




4.2.1 Results

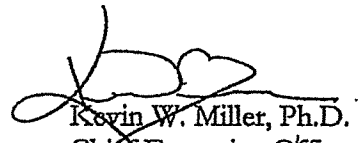
No mercury thermometers, switches or gauges were identified. The following areas have fluorescent lamps:

LOCATION	QUANTITY
Main level	184
Basement children's library	60
Basement conference room	12
Basement hall	14
Boiler room	2
Storage across from boiler room	8
TOTAL:	280

Report prepared by Environmental Analyst Paul Bateman.

Reviewed by:


Stephen W. Connelly
Senior Vice President


Kevin W. Miller, Ph.D.
Chief Executive Officer



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EnviroScience, LLC

Appendix A

Asbestos Sample Results and Chain of Custody





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SAMPLE LOG FOR ASBESTOS BULKS

Project Name: DRA AnalysisProject Number: 20070293.AIEBuilding: Chester Corbin LibraryProject Manager: Paul Bateman

Sample ID Number	Sample Location	Material Type	Result (%)
3-3 PB 01A	Main Floor	green / gray 9" x 9"	1,200 SF
3-3 PB B	(under carpets)	Floor tile	
3-3 PB C			
3-3 PB 02A		Associated paper/masonry	9,000 SF
3-3 PB B		with 4" floor tile	
3-3 PB C			
3-3 PB 03A	Main Floor	Cement glue	4,000 SF
3-3 PB B			
3-3 PB C	Basement		
3-3 PB 04A	Basement 4"	Tan/Brown Base coat	200 LF
3-3 PB B			
3-3 PB C			

Analysis Method: ☒ PLM☐ Other _____turnaround Time 24 hrs

Based on the turnaround time indicated above, analyses are due to EnviroScience on or before this date: _____. Please call the EnviroScience Laboratory at (860) 953-2700 if analyses will be late.

Fax Results To: Fuss & O'Neill EnviroScience LLC Laboratory at 413-647-0018

Special Instruction: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. EPA 400 point count all samples of asbestos content <4%, positive stop on all point counts.

Samples Collected By: Paul BatemanDate: 3/3/09

Time: _____

Samples [Rec'd]/[Sent By]: _____

Date: _____

Time: _____

Samples Received By: DM-10307A

Date: _____

Time: _____

Shipped To: ☒ EMSL (State) NY☐ Other _____Method of Shipment: ☒ Fed Ex☐ UPS Overnight☐ UPS Ground☐ Other _____

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SAMPLE LOG FOR ASBESTOS BULKS

 Project Name: DRA Arch, Ltr
 Building: Chester Corbin Library

 Project Number: 20090293.AIE
 Project Manager: Paul Bateman

Sample ID Number	Sample Location	Material Type	Result (%)
3-3 PB 5A	JANE A1 4A-C 4 th	Brown con. g/lug	2.0% F
3-3 PB B			
3-3 PB C			
3-3 PB 6A	Basement Perimeter	Insulation (Tan/gray)	0.0% F
3-3 PB B			
3-3 PB C			
3-3 PB 7A		Insulation g/lug	
3-3 PB B			
3-3 PB C			
3-3 PB 8A	Main Level Hall	Shedrock	2.0% F
3-3 PB B	Basement Level		
3-3 PB C			

Analysis Method: ☒ PLM☐ OtherTurnaround Time 24 hrs

Based on the turnaround time indicated above, analyses are due to EnviroScience on or before this date: _____. Please call the EnviroScience Laboratory at (860) 953-2700 if analyses will be late.

Fax Results To: Fuss & O'Neill EnviroScience LLC Laboratory at 413-647-0018

Special Instruction: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. EPA 400 point count all samples of asbestos content <4%. positive stop on all point counts.

Samples Collected By: Paul BatemanDate: 3/3/09

Time: _____

Samples (Rec'd)[Sent By]: _____

Date: _____

Time: _____

Samples Received By: _____

Date: _____

Time: _____

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SAMPLE LOG FOR ASBESTOS BULKS

 Project Name: DRA Activities Project Number: 20090293.AIE
 Building: Charles Corbin Library Project Manager: Paul Bateman

Sample ID Number	Sample Location	Material Type	Result (%)
3-3 PB 9A	Basement Conference room	2'x4' ceiling tile	300 SF
3-3 PB B			
3-3 PB C			
3-3 PB 10A	Basement hall	2'x2' ceiling tile	200 SF
3-3 PB B			
3-3 PB C			
3-3 PB 11A	Basement Ventriloby	Textured Ceiling Panel	100 SF
3-3 PB B			
3-3 PB C			
3-3 PB 12A	Basement Hall	Wall/Lower	200 SF
3-3 PB B			
3-3 PB C			

 Analysis Method: ☒ PLM ☐ Other _____ Turnaround Time 24 hrs

Based on the turnaround time indicated above, analyses are due to EnviroScience on or before this date: _____. Please call the EnviroScience Laboratory at (860) 953-2700 if analyses will be late.

Fax Results To: Fuss & O'Neill EnviroScience LLC Laboratory at 413-647-0018

 Special Instruction: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. EPA 400 point count all samples of asbestos content <4%, positive stop on all point counts.

 Samples Collected By: Paul Bateman Date: 3/3/09 Time: _____
 Samples [Rec'd][Sent By]: _____ Date: _____ Time: _____
 Samples Received By: _____ Date: _____ Time: _____
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SAMPLE LOG FOR ASBESTOS BULKS

Project Name: DRA Arch, LeitchProject Number: 20090293.AIEBuilding: Charles Corbin LibraryProject Manager: Paul Bateman

Sample ID Number	Sample Location	Material Type	Result (%)
3.3 PB 13A	Childcraft Library	Old insulation	2015P
3.3 PB B		cellulose on walls	
3.3 PB C			
3.3 PB 14A	Interior Door	Door Casing	6000
3.3 PB B		Compound	4000
3.3 PB C			
3.3 PB 15A	1st Fl Front	Wall plaster - 5/16 inch	8,000 SF
3.3 PB B			
3.3 PB C	Basement Hall		
3.3 PB D			
3.3 PB E	Basement Storage room		
3.3 PB F	Across from Living room		

Analysis Method: ☒ PLM☐ Other _____Turnaround Time 24 hrs

Based on the turnaround time indicated above, analyses are due to EnviroScience on or before this date: _____. Please call the EnviroScience Laboratory at (860) 953-2700 if analyses will be late.

Fax Results To: Fuss & O'Neill EnviroScience LLC Laboratory at 413-647-0018

Special Instruction: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. EPA 400 point count all samples of asbestos content <4%, positive stop on all point counts.

Samples Collected By: Paul BatemanDate: 3/3/09

Time: _____

Samples [Rec'd][Sent By]: _____

Date: _____

Time: _____

Samples Received By: _____

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SAMPLE LOG FOR ASBESTOS BULKES

Project Name: DRA ActivitiesProject Number: 20090293.AIEBuilding: Chester Corbin LibraryProject Manager: Paul Bateman

Sample ID Number	Sample Location	Material Type	Result (%)
3-3 PB 15 G	Stairwell - front	Wall Plaster - Skins	9,000 SF
3-3 PB 16 A	SAME AS 15A-G	Wall Plaster - rough, Co	
3-3 PB B			
3-3 PB C			
3-3 PB D			
3-3 PB E			
3-3 PB F			
3-3 PB G			
3-3 PB 17 A	SAME AS 15A-E	Ceiling Plaster - Skins	4,000 SF
3-3 PB B		(Skins)	
3-3 PB C			
3-3 PB D			

Analysis Method: ☒ PLM ☐ Other _____turnaround Time 24 hrs

Based on the turnaround time indicated above, analyses are due to EnviroScience on or before this date: _____. Please call the EnviroScience Laboratory at (860) 953-2700 if analyses will be late.

Fax Results To: Fuss & O'Neill EnviroScience LLC Laboratory at 413-647-0018

Special Instruction: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. EPA 400 point count all samples of asbestos content <4%, positive stop on all point counts.

Samples Collected By: Paul Bateman Date: 3/3/09 Time: _____

Samples [Rec'd][Sent By]: _____ Date: _____ Time: _____

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SAMPLE LOG FOR ASBESTOS BULKS

Project Name: DRA Analysis Project Number: 20090293 AIE
Building: Charles Corbin Library Project Manager: Paul Bateman

Sample ID Number	Sample Location	Material Type	Result (%)
3.3 PB 17 F	JAMEA 15A-E	Ceiling Plaster - Skin	4, 0.03%
3.3 PB 18 A		Ceiling Plaster - Rooms	
3.3 PB B		Coat	
3.3 PB C			
3.3 PB D			
3.3 PB E			
3.3 PB 19 A	Bath room	Ceiling Plaster	300 SF
3.3 PB B	on layer only		
3.3 PB C			
3.3 PB 20 A	Bath Room	Chimney flue cement	35 SF
3.3 PB 21 A	Men's Bathroom	Ceiling Plaster - Acrylic	12 SF
3.3 PB 22 A	Bathroom Conference room	Self Undercoating	5 SF

Analysis Method: ☒ PLM ☐ Other _____ Turnaround Time 24 hrs

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SAMPLE LOG FOR ASBESTOS BULKS

 Project Name: DRA Apartments
 Building: Chester Corbin Library

 Project Number: 20090293.AIE
 Project Manager: Paul Bateman

Sample ID Number	Sample Location	Material Type	Result(%)
3.3 PB 23A	<u>Entrance</u>	<u>Door Caulking</u>	<u>(+) Don</u>
3.3 PB B		<u>Compass</u>	<u>Systems</u>
3.3 PB C			
3.3 PB 24A		<u>Window Caulking</u>	
3.3 PB B		<u>Compass</u>	
3.3 PB C			
3.3 PB 25A		<u>Window Glazing</u>	
3.3 PB B		<u>Compass</u>	
3.3 PB C			
3.3 PB 26A	<u>Interior Main Level Hall</u>	<u>Joint Compound</u>	<u>2, w/ 5F</u>
3.3 PB B	<u>Basement Level</u>		
3.3 PB C			

Analysis Method: ☒ PLM☐ Other _____Turnaround Time 24 hrs

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Fax Results To: Fuss & O'Neill EnviroScience LLC Laboratory at 413-647-0018

 Special Instruction: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. EPA 400 point count all samples of asbestos content <4% positive stop on all point counts.

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Attn: **Paul Bateman**
Fuss & O' Neill EnviroScience, LLC
795 North Mountain Road
Newington, CT 06111

Fax: (413) 647-0018 Phone: (860) 953-2700
 Project: 20090293.A1E/DRA ARCHITECTS/CHESTER CORBIN
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 Analysis Date: 3/11/2009
 Report Date: 3/12/2009

Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy.

Sample	Location	Appearance	<u>Non-Asbestos</u>		<u>Asbestos</u>
			% Fibrous	% Non-Fibrous	% Type
3-3PB-01A 040905923-0001	MAIN FLOW	Green Non-Fibrous Homogeneous		90% Non-fibrous (other)	10% Chrysotile
3-3PB-01B 040905923-0002	UNDER CARPETS				Stop Positive (Not Analyzed)
3-3PB-01C 040905923-0003	UNDER CARPETS				Stop Positive (Not Analyzed)
3-3PB-02A 040905923-0004	UNDER CARPETS	Brown/Black Fibrous Heterogeneous	80% Cellulose	20% Non-fibrous (other)	None Detected
3-3PB-02B 040905923-0005	UNDER CARPETS	Brown/Black Fibrous Heterogeneous	80% Cellulose	20% Non-fibrous (other)	None Detected
3-3PB-02C 040905923-0006	UNDER CARPETS	Brown/Black Fibrous Heterogeneous	80% Cellulose	20% Non-fibrous (other)	None Detected
3-3PB-03A 040905923-0007	MAIN FLOOR	Green Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-03B 040905923-0008	MAIN FLOOR	Green Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected

Analyst(s)

Chris Little (24)
 Jerry Cherian (54)

Stephen Siegel, CIH, Laboratory Manager
 or other approved signatory

Due to magnification limitations inherent in PLM, asbestos fibers in dimensions below the resolution capability of PLM may not be detected. The limit of detection as stated in the method is 1%. The above test report relates only to the items tested and may not be reproduced in any form without the express written approval of EMSL Analytical, Inc. EMSL's liability is limited to the cost of analysis. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted. This report must not be used to claim product endorsement by NVLAP or any agency of the U.S. Government.

Analysis performed by EMSL Westmont (NVLAP #101048-0), NY ELAP 10872

**EMSL Analytical, Inc.**

107 Haddon Ave., Westmont, NJ 08108

Phone: (856) 858-4900 Fax: (856) 858-4980 Email: westmontasblab@EMSL.com

Attn: **Paul Bateman**
Fuss & O' Neill EnviroScience, LLC
795 North Mountain Road
Newington, CT 06111

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Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Location	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
3-3PB-03C 040905923-0009	BASEMENT	Green Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-04A 040905923-0010	BASEMENT & 1ST FL. STAIRWELLS	Brown Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-04B 040905923-0011	BASEMENT & 1ST FL. STAIRWELLS	Brown Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-04C 040905923-0012	BASEMENT & 1ST FL. STAIRWELLS	Brown Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-05A 040905923-0013	BASEMENT & 1ST FL. STAIRWELLS	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-05B 040905923-0014	BASEMENT & 1ST FL. STAIRWELLS	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-05C 040905923-0015	BASEMENT & 1ST FL. STAIRWELLS	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-06A 040905923-0016	BASEMENT RESTROOM	Brown Fibrous Heterogeneous	35% Cellulose 20% Glass	45% Non-fibrous (other)	None Detected

Analyst(s)

Chris Little (24)

Jerry Cherian (54)

Stephen Siegel, CIH, Laboratory Manager
 or other approved signatory

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Analysis performed by EMSL Westmont (NVLAP #101048-0), NY ELAP 10872

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Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Location	Appearance	<u>Non-Asbestos</u>		<u>Asbestos</u>
			% Fibrous	% Non-Fibrous	% Type
3-3PB-06B 040905923-0017	BASEMENT RESTROOM	Brown Fibrous Heterogeneous	35% Cellulose 20% Glass	45% Non-fibrous (other)	None Detected
3-3PB-06C 040905923-0018	BASEMENT RESTROOM	Brown Fibrous Heterogeneous	40% Cellulose 20% Glass	40% Non-fibrous (other)	None Detected
3-3PB-07A 040905923-0019	BASEMENT RESTROOM	Brown Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-07B 040905923-0020	BASEMENT RESTROOM	Brown Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-07C 040905923-0021	BASEMENT RESTROOM	Brown Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-08A 040905923-0022	MAIN LEVEL HALLS	Brown/White Fibrous Heterogeneous	15% Cellulose	85% Non-fibrous (other)	None Detected
3-3PB-08B 040905923-0023	BASEMENT LEVEL	Brown/White Fibrous Heterogeneous	15% Cellulose	85% Non-fibrous (other)	None Detected
3-3PB-08C 040905923-0024	BASEMENT LEVEL	Brown/White Fibrous Heterogeneous	15% Cellulose	85% Non-fibrous (other)	None Detected

Analyst(s)

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Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Location	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
3-3PB-08A 040905923-0025	BASEMENT CONFERENCE RM	Brown/White Fibrous Heterogeneous	50% Cellulose 40% Min. Wood	10% Non-fibrous (other)	None Detected
3-3PB-08B 040905923-0026	BASEMENT CONFERENCE RM	Brown/White Fibrous Heterogeneous	50% Cellulose 40% Min. Wood	10% Non-fibrous (other)	None Detected
3-3PB-09C 040905923-0027	BASEMENT CONFERENCE RM	Brown/White Fibrous Heterogeneous	60% Cellulose 30% Min. Wood	10% Non-fibrous (other)	None Detected
3-3PB-10A 040905923-0028	BASEMENT HALL	Brown/White Fibrous Heterogeneous	45% Cellulose 35% Min. Wood	20% Non-fibrous (other)	None Detected
3-3PB-10B 040905923-0029	BASEMENT HALL	Brown/White Fibrous Heterogeneous	45% Cellulose 35% Min. Wood	20% Non-fibrous (other)	None Detected
3-3PB-10C 040905923-0030	BASEMENT HALL	Brown/White Fibrous Heterogeneous	60% Cellulose 30% Min. Wood	10% Non-fibrous (other)	None Detected
3-3PB-11A 040905923-0031	BASEMENT VESTIBULES	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-11B 040905923-0032	BASEMENT VESTIBULES	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected

Analyst(s)

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Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Location	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
3-3PB-11C 040905923-0033	BASEMENT VESTIBULES	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-12A 040905923-0034	BASEMENT HALL	Brown Fibrous Homogeneous	100% Cellulose		None Detected
3-3PB-12B 040905923-0035	BASEMENT HALL	Brown Fibrous Homogeneous	100% Cellulose		None Detected
3-3PB-12C 040905923-0036	BASEMENT HALL	Brown Fibrous Homogeneous	98% Cellulose	2% Non-fibrous (other)	None Detected
3-3PB-13A 040905923-0037	CHILDREN'S LIBRARY	Brown/Black/Mauv e Fibrous Heterogeneous	50% Cellulose	50% Non-fibrous (other)	None Detected
3-3PB-13B 040905923-0038	CHILDREN'S LIBRARY	Brown/Black/Mauv e Fibrous Heterogeneous	50% Cellulose	50% Non-fibrous (other)	None Detected
3-3PB-13C 040905923-0039	CHILDREN'S LIBRARY	Various Fibrous Heterogeneous	60% Cellulose	40% Non-fibrous (other)	None Detected

Analyst(s)

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 Jerry Cherian (54)

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Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Location	Appearance	<u>Non-Asbestos</u>		<u>Asbestos</u>
			% Fibrous	% Non-Fibrous	% Type
3-3PB-14A 040905923-0040	INTERIOR EXIT DOOR	Brown Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-14B 040905923-0041	INTERIOR EXIT DOOR	Brown Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-14C 040905923-0042	INTERIOR EXIT DOOR	Brown Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-15A 040905923-0043	1ST FL FRONT	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-15B 040905923-0044	1ST FL FRONT	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-15C 040905923-0045	BASEMENT HALL	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-15D 040905923-0046	BASEMENT HALL	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-15E 040905923-0047	BASEMENT STORAGE RM	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected

Analyst(s)

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Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Location	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
3-3PB-15F 040905923-0048	ACROSS FROM BOILER RM	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-15G 040905923-0049	STAIRWELL FRONT	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-16A 040905923-0050	STAIRWELL FRONT	Gray Non-Fibrous Heterogeneous	3% Hair	97% Non-fibrous (other)	None Detected
3-3PB-16B 040905923-0051	STAIRWELL FRONT	Gray Non-Fibrous Heterogeneous	2% Hair	98% Non-fibrous (other)	None Detected
3-3PB-16C 040905923-0052	STAIRWELL FRONT	Gray Non-Fibrous Heterogeneous	2% Hair	98% Non-fibrous (other)	None Detected
3-3PB-16D 040905923-0053	STAIRWELL FRONT	Gray Non-Fibrous Heterogeneous	3% Hair	97% Non-fibrous (other)	None Detected
3-3PB-16E 040905923-0054	STAIRWELL FRONT	Gray Non-Fibrous Heterogeneous	2% Hair	98% Non-fibrous (other)	None Detected
3-3PB-16F 040905923-0055	STAIRWELL FRONT	Gray Non-Fibrous Heterogeneous	3% Hair	97% Non-fibrous (other)	None Detected

Analyst(s)

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Jerry Cherian (54)

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Sample	Location	Appearance	<u>Non-Asbestos</u>		<u>Asbestos</u>
			% Fibrous	% Non-Fibrous	% Type
3-3PB-16G 040905923-0056	STAIRWELL FRONT	Gray Non-Fibrous Heterogeneous	3% Hair	97% Non-fibrous (other)	None Detected
3-3PB-17A 040905923-0057	STAIRWELL FRONT	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-17B 040905923-0058	STAIRWELL FRONT	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-17C 040905923-0059	STAIRWELL FRONT	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-17D 040905923-0060	STAIRWELL FRONT	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-17E 040905923-0061	STAIRWELL FRONT	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-18A 040905923-0062	STAIRWELL FRONT	Gray Non-Fibrous Heterogeneous	3% Cellulose 2% Hair	95% Non-fibrous (other)	None Detected
3-3PB-18B 040905923-0063	STAIRWELL FRONT	Gray Non-Fibrous Heterogeneous	3% Cellulose 2% Hair	95% Non-fibrous (other)	None Detected

Analyst(s)

Chris Little (24)

Jerry Cherian (54)

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Sample	Location	Appearance	<u>Non-Asbestos</u>		<u>Asbestos</u>
			% Fibrous	% Non-Fibrous	% Type
3-3PB-18C 040905923-0064	STAIRWELL FRONT	Gray Non-Fibrous Heterogeneous	3% Cellulose 2% Hair	95% Non-fibrous (other)	None Detected
3-3PB-18D 040905923-0065	STAIRWELL FRONT	Gray Non-Fibrous Heterogeneous	3% Cellulose 3% Hair	94% Non-fibrous (other)	None Detected
3-3PB-18E 040905923-0066	STAIRWELL FRONT	Gray Non-Fibrous Heterogeneous	3% Cellulose 2% Hair	95% Non-fibrous (other)	None Detected
3-3PB-19A 040905923-0067	BOILER ROOM	Gray Fibrous Heterogeneous	10% Hair	90% Non-fibrous (other)	None Detected
3-3PB-19B 040905923-0068	BOILER ROOM	Gray Fibrous Heterogeneous	10% Cellulose	90% Non-fibrous (other)	None Detected
3-3PB-19C 040905923-0069	BOILER ROOM	Gray Fibrous Heterogeneous	10% Cellulose	90% Non-fibrous (other)	None Detected
3-3PB-20A 040905923-0070	BOILER ROOM	Various Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
3-3PB-21A 040905923-0071	MEN'S BATHROOM	Brown/White Fibrous Heterogeneous	80% Cellulose	20% Non-fibrous (other)	None Detected

Analyst(s)

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Sample	Location	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
3-3PB-22A 040905923-0072	BASEMENT CONFERENCE RM	Cream Fibrous Heterogeneous	20% Cellulose	80% Non-fibrous (other)	None Detected
3-3PB-23A 040905923-0073	EXTERIOR	Brown/Gray Non-Fibrous Heterogeneous		95% Non-fibrous (other)	5% Chrysotile
3-3PB-23B 040905923-0074	EXTERIOR				Stop Positive (Not Analyzed)
3-3PB-23C 040905923-0075	EXTERIOR				Stop Positive (Not Analyzed)
3-3PB-24A 040905923-0076	EXTERIOR	Brown Non-Fibrous Heterogeneous		95% Non-fibrous (other)	5% Chrysotile
3-3PB-24B 040905923-0077	EXTERIOR				Stop Positive (Not Analyzed)
3-3PB-24C 040905923-0078	EXTERIOR				Stop Positive (Not Analyzed)
3-3PB-25A 040905923-0078	EXTERIOR	Brown Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected

SUGGEST TEM

Analyst(s)

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Jerry Cherian (54)

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Sample	Location	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
3-3PB-25B 040905923-0080	EXTERIOR	Brown Non-Fibrous Heterogeneous	SUGGEST TEM	100% Non-fibrous (other)	None Detected
3-3PB-25C 040905923-0081	EXTERIOR	Brown Non-Fibrous Heterogeneous	SUGGEST TEM	100% Non-fibrous (other)	None Detected
3-3PB-26A 040905923-0082	INTERIOR MAIN LEVEL HALLS	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-26B 040905923-0083	INTERIOR MAIN BASEMENT LEVEL	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
3-3PB-26C 040905923-0084	INTERIOR MAIN BASEMENT LEVEL	White Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected

Analyst(s)

Chris Little (24)
 Jerry Cherian (54)

Stephen Siegel, CIH, Laboratory Manager
 or other approved signatory

Due to magnification limitations inherent in PLM, asbestos fibers in dimensions below the resolution capability of PLM may not be detected. The limit of detection as stated in the method is 1%. The above test report relates only to the items tested and may not be reproduced in any form without the express written approval of EMSL Analytical, Inc. EMSL's liability is limited to the cost of analysis. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted. This report must not be used to claim product endorsement by NVLAP or any agency of the U.S. Government.

Analysis performed by EMSL Westmont (NVLAP #101048-0), NY ELAP 10872

PLM-1

THIS IS THE LAST PAGE OF THE REPORT.

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FUSS & O'NEILL
EnviroScience, LLC

www.fando.com

795 North Mountain Road, Newington, CT 06111

040906877

(860) 953-2700 Fax (860) 953-3203

SAMPLE LOG FOR ASBESTOS BULKS

Sheet _____ of _____

Project Name: BKA / Trucking Project No. 20090293.A16

Building: Wellesley MA - Carlin Library Project Manager: Paul Bylunas

[illegible]

Analysis Method: ☐ PLM ☐ Other

Turnaround Time 24 hrs

Based on the turnaround time indicated above, analyses are due to EnviroScience on or before this date: _____. Please call the EnviroScience Laboratory if analyses will be late at (860) 953-2700.

Fax Results to the EnviroScience Laboratory at: 413-647-0018.

Special Instruction: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. EPA 400 point count all samples of asbestos content <4%. positive stop on all point counts.

Samples collected by: Kul Bakina Date: 3/19/29 Time: _____

Samples [Rec'd][Sent by] [] Date: [] Time: []

Samples Received by: 0111-11-1030A Date: _____ Time: _____

Shipped To: ☒ EMSL State NJ ☐ Other _____

Method of Shipment: ☒ Fed Ex ☐ UPS Overnight ☐ UPS Ground ☐ Other



EMSL Analytical, Inc.

107 Haddon Ave., Westmont, NJ 08106

Phone: (856) 853-4300 Fax: (856) 858-1980 Email: westmontlab@EMSL.com

Attn: **Paul Bateman**
Fuss & O' Neill EnviroScience, LLC
795 North Mountain Road
Newington, CT 06111

Customer ID: ENVI54
 Customer PO:
 Received: 03/20/09 10:30 AM
 EMSL Order: 040905877

Fax: (413) 647-0018 Phone: (860) 853-2700
 Project: 20090293-A1E/DRA ARCHITECT; WEBSTER MA-CORLIN-LIBRARY

EMSL Proj:
 Analysis Date: 3/21/2009
 Report Date: 3/21/2009

Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Location	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
319PB01A 040905877-0001	ATTIC ABOVE OF FLOOR	Brown Fibrous Heterogeneous	80% Cellulose	20% Non-fibrous (other)	None Detected
319PB01B 040905877-0002	ATTIC ABOVE OF FLOOR	Brown Fibrous Heterogeneous	80% Cellulose	20% Non-fibrous (other)	None Detected
319PB01C 040905877-0003	ATTIC ABOVE OF FLOOR	Brown Fibrous Heterogeneous	80% Cellulose	20% Non-fibrous (other)	None Detected

Analyst(s)

Erica Valent (3)

Stephen Siegel, CIH, Laboratory Manager
 or other approved signatory

Due to magnification limitations inherent in PLM, asbestos fibers in dimensions below the resolution capability of PLM may not be detected. The limit of detection as stated in the method is 1%. The above test report relates only to the items tested and may not be reproduced in any form without the express written approval of EMSL Analytical, Inc. EMSL's liability is limited to the cost of analysis. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted. This report must not be used to claim product endorsement by NVLAP or any agency of the U.S. Government.

Analysis performed by EMSL Westmont (NVLAP #101048-0, NY ELAP 10872)

PLM-1

THIS IS THE LAST PAGE OF THE REPORT.

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Appendix B

Lead Paint Testing Procedures and Equipment





STANDARD OPERATING PROCEDURES LEAD-BASED PAINT LIMITED SCREENINGS

TESTING PROCEDURES AND EQUIPMENT

The U. S. Department of Housing and Urban Development (HUD) "Guidelines for the Evaluation and Control of Lead Hazards in Housing, September 1997," were consulted for this lead paint screening. HUD has been the agency at the federal level with responsibility for the establishment of national lead-based paint standards for testing and abatement. The HUD document will be referenced as the Guidelines in this document. The HUD Guidelines are specific to child occupied dwelling units or target housing and are not wholly applicable to limited screenings. Additionally, most New England States have regulations and standards with regard to lead paint testing and abatement in child occupied facilities. EnviroScience shall consult these regulations and standards prior to beginning testing. Some states have reporting requirements if certain threshold values for lead paint are found and certain conditions exist. EnviroScience reports any specific testing results required by State laws as licensed inspectors and consultants in these circumstances.

This lead evaluation was a Lead Based Paint Limited Screening. Both the proposed scope of work and the final report will note this type of evaluation was done. A Lead Paint Limited Screening is performed in order to determine through representative testing the lead paint history of a property. However, conclusions about untested areas cannot be reliably determined based on the limited testing that was done. Comprehensive inspections involve testing of representative components in each and every room of a building. A Lead Based Paint Limited Screening is conducted in representative locations and not necessarily every room. The intent is to collect a sufficient number of readings using field instrumentation to characterize a given component or surface. Representative components are classified as testing combinations. The age and use of the functional space, component type, and substrate type are used to characterize a testing combination for purposes of a Lead Based Paint Limited Screening. Considering age of the structure inspectors determine original dates of construction and any major renovations to the original building. Interior spaces where major renovation has occurred are also treated as separate spaces. A functional space is a room or group of rooms used for similar purposes where painting is presumed to be uniform.

Inspectors perform Lead Based Paint Limited Screening on representative components ensuring randomization in the selection of components. EnviroScience utilizes a protocol of a minimum of three (3) rooms with similar building components and surfaces are comprehensively tested similar to inspections for HUD compliance or state regulated inspections. (For example, living room, kitchen and a bedroom may be comprehensively tested in a 6-room apartment). In this protocol specific unique components are tested in any other locations in the dwelling. Inspectors shall record readings utilizing portable field instrumentation.

Conclusions in a Lead Based Paint Limited Screening are made based on consistent findings in the limited number of readings collected for a given testing combination. Inspectors conduct more readings if trends or similar findings are not found during such a limited screening process. In reporting findings and use in cost estimating, EnviroScience shall use limited screening information to extrapolate (or presume) that the untested areas have similar paint history as to those areas where limited screenings were conducted. (For example if in the three locations tested, all window sashes contained threshold values of lead paint above HUD or other State regulatory levels, then EnviroScience would detail in the report that all such components in the dwelling should be presumed to contain lead paint or recommend them to be tested further).

Lead-based paint surfaces and components were identified by utilizing on-site x-ray fluorescence (XRF) instruments. Fuss & O'Neill EnviroScience, LLC owns and maintains two different types of XRFs for testing for lead-based paint. These instruments are four (4) Radiation Monitoring Device LPA-1s (RMD) and a Scitec MAP 4 analyzer. Each of these instruments is operated in accordance with state and federal and manufacturer standards on the use of the instruments. State and federal protocols provide, with the exception of wall surfaces, one reading with the instrument on a representative component in each room, i.e., baseboard, chair rail, etc., as sufficient to establish the lead paint classification of all the representatives of that component type in a room. In the case of walls, because of the large spacial areas involved and the variability in lead content in paint over such large areas, the federal and state governments want a reading on each wall surface in a room. Therefore, representative testing is not permitted for walls.

The federal government has developed Performance Characteristic Sheets (PCS) for each of the types of instruments cited above. Each instrument must be calibrated in accordance with these PCSs on a 1.0-milligram lead standard. Each of EnviroScience's instruments has one of these standards assigned to it. Some of the standards were purchased directly from the government and the others from the manufacturers of the instruments.

For the Scitec MAP 4 instrument, on one or more substrates, substrate interference can affect the validity of the result. For this instrument, if the reading is below 4.0 mg/cm², a Substrate Equivalent Lead (SEL) was determined on certain substrates in the Screen and Test Modes of the instrument. For the RMD in the standard reading mode on metal, an SEL also has to be determined. To determine the SEL, the paint is removed from the surface of the component to obtain a bare substrate reading. After removing the paint, the surface is wiped with a 5% trisodium phosphate solution (a heavy duty cleaner). All paint residue is collected and properly disposed of. Once the paint and surrounding area are cleaned, the XRF is utilized to determine the SEL for each surface. The SEL values are subtracted from the XRF values to determine the Corrected Lead Concentration (CLC). The CLC is the lead content of the paint on the component tested.

Each of the types of instruments has federal government-determined positive and negative ranges for the definition of lead-based paint. In addition, the Scitec MAP 4 also has inconclusive ranges in many of its reading modes. XRF results are classified using either the threshold or the inconclusive range. For the threshold, results are classified as positive if they are greater than or equal to the threshold, and negative if they are less than the threshold. There is no inconclusive classification when using the threshold. For the inconclusive range, results are classified as positive if they are greater than the upper limit of the inconclusive range, and negative if they are less than the lower limit of the inconclusive range. The ranges for each of the types of instruments and their various operating modes are as follows:

Radiation Monitoring Device LPA Analyzer 1

30-Second Standard Mode Reading Description	Substrate	Threshold (mg/cm ²)
Results corrected for substrate bias on metal substrate only.	Brick	1.0
	Concrete	1.0
	Drywall	1.0
	Metal	0.9
	Plaster	1.0
	Wood	1.0

Quick Mode Reading Description	Substrate	Threshold (mg/cm ²)	Inconclusive Range (mg/cm ²)
Readings not corrected for substrate bias on any substrate.	Brick	1.0	None
	Concrete	1.0	None
	Drywall	1.0	None
	Metal	1.0	None
	Plaster	1.0	None
	Wood	1.0	None

Scitex MAP 4 Spectrum Analyzer

Unlimited Mode Reading Description	Substrate	Inconclusive Range (mg/cm ²)
Results not corrected for substrate bias for unlimited mode readings.	Brick	0.91 to 1.19
	Concrete	0.91 to 1.19
	Drywall	0.91 to 1.19
	Metal	0.91 to 1.19
	Plaster	0.91 to 1.19
	Wood	0.91 to 1.19

Screen Mode Reading Description	Substrate	Inconclusive Range (mg/cm ²)
Results corrected for substrate bias on drywall, metal, and wood substrates.	Brick	0.91 to 1.09
	Concrete	0.91 to 1.09
	Drywall	0.91 to 1.39
	Metal	0.91 to 1.19
	Plaster	0.91 to 1.09
	Wood	0.91 to 1.29

Test Mode Reading Description	Substrate	Threshold (mg/cm ²)	Inconclusive Range (mg/cm ²)
Readings corrected for substrate bias for test mode readings on drywall, metal, and wood substrates only.	Brick	0.9	None
	Concrete	0.9	None
	Drywall	None	0.91 to 1.39
	Metal	None	0.91 to 1.09
	Plaster	0.9	None
	Wood	None	0.91 to 1.29

If a reading falls in the inconclusive range, either the lead inspector should be authorized by the client to take a paint chip sample to determine whether the final result is either positive or negative after laboratory analysis, or the result can be categorized as suspect positive and treated accordingly. If it is not confirmed with laboratory analysis, it cannot be assumed to be negative for toxic levels of lead. If it is assumed to be positive, it can either be abated as a positive if the condition of the surface and/or location of the component requires this treatment under Massachusetts and/or HUD regulations, or it can be managed in place as a positive component in accordance with the requirements of Massachusetts and HUD regulations.



Prior to the start of any testing, a sketch of the building is drawn, and side designations are given to help identify exactly where readings were taken. Drawings depicting the room-numbering scheme are located on the cover page(s) for the building(s) inspected. Each side of the building was labeled A, B, C, or D. The wall "A" side of the unit is generally the side of primary entrance into a dwelling, and this room is always Room 1. Areas in the units include rooms, hallways and closets. Areas are numbered in a clockwise fashion as building construction allows. This allows the inspector to indicate which substrate surface was tested. The condition of the surface is described by a check mark in the appropriate column, under the heading "condition of surface" on the testing form.

When more than one surface type was present on a side, the component tested was indicated with a number. If two windows were present on a building side, they were numbered left to right. Closet shelves and shelf supports were numbered top to bottom.

It is understood that the room layouts presented in the report are in conformance with the conditions that exist at the time the testing is performed. EnviroScience avoids labeling a room solely by its current functional use (i.e., living room, bedroom, etc.) since this use can change over time. Similarly, room layouts can change dramatically as dwellings are renovated and additions are built, incorporating existing rooms, or existing interior walls are moved or eliminated altogether.



Appendix C

Lead Testing Field Data Sheets

Lead Inspection Report

Page ____ Of ____



FUSS & O'NEILL
EnviroScience, LLC

50 Redfield Street, Suite 100
Boston, MA 02122
Phone (617) 282-4675, Fax (617) 282-8253

ST# _____ Address _____
City _____ Zip Code _____

Method Used:

☐ Na2S Exp. Date _____
☐ X-Ray Fluorescence
Model _____ Serial # _____

Apt. _____

Owner Name: Town of Webster

Owner Address: _____

Webster, MA

Client Name (if different from owner): Dumme, Rosane Anderson, Inc (DEA)

Client Address: 35 Central Street, Windsor, CT

Single Family _____
Multi Family _____
Units _____
Condominium _____
Day Care _____
Library _____

Key:

Inspection
A/M Accessible/Mouthable
CAP Capped
COV Covered
INT Intact
L Loose
MI Moveable/Impacted
MET Metal
NA Not Accessible
NC No Coating
NEG Negative
POS Positive
VR Vinyl Replacement

Deleading

CAP Capped
COV Covered
DIP Dipped
ENC Encapsulated
MI Made Intact
PRE Prepared
REM Removed
REP Replaced
REV Reversed
SCR Scraped
VR Vinyl Replacement

Other

☒ Comprehensive Inspection (Y/N)

Comments: This is not A Comprehensive lead inspection

Floor# _____ C

B D

A (Street Side)

Floor# _____ C

B D

A (Street Side)

Pb (lead) equal to or greater than 1.0 mg/cm² with x-ray fluorescence or positive with Na₂S is Dangerous.

INSP. DATE
9/3/03

Lead Hazards? (Y or N) Y

Paul Bateman
Inspector (print)

Paul Bateman
Signature

I3571
Lic.#

LEAD INSPECTION / RISK ASSESSMENT HISTORY PAGE

Page ____ of ____

ty Address

Apt#

City

Zip

INSPECTION ACTIVITY KEY

1. Re-Inspection
2. Re-Occupancy Re-Inspection
3. Work In Progress
4. Dust Taken
5. Dust Received
6. Soil Taken
7. Soil Received

8. Full Deleading Compliance
9. Post Compliance Assessment Determination
10. Maintained Compliance
11. Restored Compliance
12. Interim Control
13. Recertification of Interim Control
14. Post Compliance Assessment of Interim Control

15. Maintained Interim Control
16. Restored Interim Control
17. Full Initial Compliance

EXAMPLE BOX

1 Inspection Activity Number

P Pass or Fail

P = Pass
F = Fail

Inspector Paul Bakman

Lic # 13571

Inspector

Lic #

Inspector

Lic #

Inspector

Lic #

Inspector

ic #

Inspector

ic #

inspector

C#

Inspector

Lic #

Inspector

Lic #

Inspector

Lic #

Inspector

Lic #

Inspector

Lic #

Inspector

ic #

inspector

ic #

DATES

COMMENTS

EXTERIOR

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD	SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD
A	Siding	N.C.	L NA				A	Window Sill		A/M L NA			
	Corner Boards		L NA					Win. Casing		A/M L NA			
	Lower Trim		L NA					Window Sash		A/M L NA			
	Upper Trim	29.9	NA				A	Window Sill		A/M L NA			
	Win Above 5'	29.9	NA					Win Casing		A/M L NA			
	Porch Above 5'		L NA					Window Sash		A/M L NA			
A	Storm Door	N.C.	A/M L NA				A	Cellar Win Sill		A/M L NA			
	Door	N.C.	A/M L NA					Cel Win Sash		A/M L NA			
	Door Casing	29.9	A/M NA					Cel Win Frame		A/M L NA			
	Door Jamb	N.C.	A/M L NA				A	Cellar Win Sill		A/M L NA			
	Threshold	N.C.	A/M L NA					Cel Win Sash		A/M L NA			
	Kickplate	N.C.	A/M L NA					Cel Win Frame		A/M L NA			
A	Storm Door		A/M L NA				A	Cellar Win Sill		A/M L NA			
	Door		A/M L NA					Cel Win Sash		A/M L NA			
	Door Casing		A/M L NA					Cel Win Frame		A/M L NA			
	Door Jamb		A/M L NA				A	Cellar Win Sill		A/M L NA			
	Threshold		A/M L NA					Cel Win Sash		A/M L NA			
	Kickplate		A/M L NA					Cel Win Frame		A/M L NA			
A	Door		A/M L NA				A	Foundation		L NA			
	Door Casing		A/M L NA				A	Butthead		A/M L NA			
	Door Jamb		A/M L NA				A	Fences		A/M L NA			
	Threshold		A/M L NA				A	Shutters		A/M L NA			
	Door		A/M L NA				A	Newel post		A/M L NA			
	Door Casing		A/M L NA					Railing Cap		A/M L NA			
A	Window Sill	N.C.	A/M L NA					Handrail		A/M L NA			
	Win Casing	29.9	A/M NA					Balusters		A/M L NA			
	Window Sash	29.9	A/M NA					Lower Rail		A/M L NA			
A	Window Sill		A/M L NA					Treads		A/M L NA			
	Win Casing		A/M L NA					Risers		A/M L NA			
	Window Sash		A/M L NA					Stringer		A/M L NA			
COMMENTS:										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			

EXCLUDED SURFACES: Surfaces listed in these boxes can be made intact only by a licensed deleader.

LOCATION	MEASURE: LOOSE PAINT (MORE THAN 1440 SQ. IN.)	DELEAD DATE	DELEAD METHOD
A			
A			
A			

LOCATION	MEASURE: LOOSE PAINT (MORE THAN 1440 SQ. IN.)	DELEAD DATE	DELEAD METHOD
A			
A			
A			

INTERIOR

DE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD	SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD
B	Siding	N.C.	L NA				B	Window Sill		A/M L NA			
	Corner Boards		L NA					Win Casing		A/M L NA			
B	Lower Trim		L NA					Window Sash		A/M L NA			
	Upper Trim	58.9	(L) NA				B	Window Sill		A/M L NA			
	Win Above 5'	2.5	(L) NA					Win Casing		A/M L NA			
	Porch Above 5'		L NA					Window Sash		A/M L NA			
B	Storm Door		A/M L NA				B	Cellar Win Sill		A/M L NA			
	Door	0.5	A/M L NA					Cel Win Sash		A/M L NA			
	Door Casing	0.8	A/M L NA	metal				Cel Win Frame		A/M L NA			
	Door Jamb	0.4	A/M L NA				B	Cellar Win Sill		A/M L NA			
	Threshold	N.C.	A/M L NA					Cel Win Sash		A/M L NA			
	Kickplate	N.C.	A/M L NA					Cel Win Frame		A/M L NA			
B	Storm Door		A/M L NA				B	Cellar Win Sill		A/M L NA			
	Door		A/M L NA					Cel Win Sash		A/M L NA			
	Door Casing		A/M L NA					Cel Win Frame		A/M L NA			
	Door Jamb		A/M L NA				B	Cellar Win Sill		A/M L NA			
	Threshold		A/M L NA					Cel Win Sash		A/M L NA			
	Kickplate		A/M L NA					Cel Win Frame		A/M L NA			
B	Door		A/M L NA				B	Foundation		L NA			
	Door Casing		A/M L NA				B	Bulkhead		A/M L NA			
	Door Jamb		A/M L NA				B	Fences		A/M L NA			
	Threshold		A/M L NA				B	Shutters		A/M L NA			
B	Door		A/M L NA					Newel post		A/M L NA			
	Door Casing		A/M L NA					Railing Cap		A/M L NA			
	Door Jamb		A/M L NA					Handrail		A/M L NA			
	Threshold		A/M L NA				B	Balusters		A/M L NA			
B	Window Sill	N.C.	A/M L NA					Lower Rail		A/M L NA			
	Win Casing	0.2	A/M (L) NA	METAL				Treads		A/M L NA			
	Window Sash	0.0	A/M (L) NA	METAL				Risers		A/M L NA			
B	Window Sill		A/M L NA					Stringer		A/M L NA			
	Win Casing		A/M L NA				B	Handel	5.0	A/M (L) NA			
	Window Sash		A/M L NA							A/M L NA			
COMMENTS:										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			

EXCLUDED SURFACES: Surfaces listed in these boxes can be made intact only by a licensed deleader.

LOCATION	MEASURE: LOOSE PAINT (MORE THAN 1440 SQ. IN.)	DELEAD DATE	DELEAD METHOD	SIDE	LOCATION	MEASURE: LOOSE PAINT (MORE THAN 1440 SQ. IN.)	DELEAD DATE	DELEAD METHOD
B				B				
B				B				
B				B				
B				B				

Paul Baleman

I 3571

Paul Balh

3/3/09

Page ____ of ____

Inspector (print)

Lic #

Signature

Date

of Lead Inspection

2 Lafayette Street

Apt #

City

Wash

EXTERIOR

DE C	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD	SIDE C	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD
	Sliding	N/C	L NA					Window Sill		A/M L NA			
	Corner Boards	/	L NA					Win Casing		A/M L NA			
	Lower Trim	/	L NA					Window Sash		A/M L NA			
	Upper Trim	2.4	L NA					Window Sill		A/M L NA			
	Win Above 5'	1.8	L NA					Win Casing		A/M L NA			
	Porch Above 5'	/	L NA					Window Sash		A/M L NA			
	Storm Door	/	A/M L NA					Cellar Win Sill		A/M L NA			
	Door	10.5	A/M L NA					Cel Win Sash		A/M L NA			
	Door Casing	2.6	A/M L NA					Cel Win Frame		A/M L NA			
	Door Jamb	0.4	A/M L NA					Cellar Win Sill		A/M L NA			
	Threshold	N/C	A/M L NA					Cel Win Sash		A/M L NA			
	Kickplate	N/C	A/M L NA					Cel Win Frame		A/M L NA			
	Storm Door	/	A/M L NA					Cellar Win Sill		A/M L NA			
	Door	/	A/M L NA					Cel Win Sash		A/M L NA			
	Door Casing	/	A/M L NA					Cel Win Frame		A/M L NA			
	Door Jamb	/	A/M L NA					Cellar Win Sill		A/M L NA			
	Threshold	/	A/M L NA					Cel Win Sash		A/M L NA			
	Kickplate	/	A/M L NA					Cel Win Frame		A/M L NA			
	Door	/	A/M L NA					Foundation		L NA			
	Door Casing	/	A/M L NA					Bulkhead		A/M L NA			
	Door Jamb	/	A/M L NA					Fences		A/M L NA			
	Threshold	/	A/M L NA					Shutters		A/M L NA			
	Door	/	A/M L NA					Newel post		A/M L NA			
	Door Casing	/	A/M L NA					Railing Cap		A/M L NA			
	Door Jamb	/	A/M L NA					Handrail		A/M L NA			
	Threshold	/	A/M L NA					Balusters		A/M L NA			
	Window Sill	N/C	A/M L NA					Lower Rail		A/M L NA			
	Win Casing	2.4	A/M L NA					Treads		A/M L NA			
	Window Sash	2.0	A/M L NA					Risers		A/M L NA			
	Window Sill	/	A/M L NA					Stringer		A/M L NA			
	Win Casing	/	A/M L NA					14.1	4.9	A/M L NA			
	Window Sash	/	A/M L NA					Window		A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			

COMMENTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can be made intact only by a licensed deleader.

LOCATION	MEASURE: LOOSE PAINT (MORE THAN 1440 SQ. IN.)	DELEAD DATE	DELEAD METHOD	SIDE C	LOCATION	MEASURE: LOOSE PAINT (MORE THAN 1440 SQ. IN.)	DELEAD DATE	DELEAD METHOD
				C				
				C				
				C				
				C				

INTERIOR													
DE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD	SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD
D	Siding	N.C.	L NA				D	Window Sill		A/M L NA			
	Corner Boards		L NA					Win Casing		A/M L NA			
	Lower Trim		L NA					Window Sash		A/M L NA			
	Upper Trim	2.9	Ⓢ NA				D	Window Sill		A/M L NA			
	Win Above 5'	2.1	Ⓢ NA					Win Casing		A/M L NA			
	Porch Above 5'		L NA					Window Sash		A/M L NA			
D	Storm Door		A/M L NA				D	Cellar Win Sill		A/M L NA			
	Door	N.C.	A/M L NA					Cell Win Sash		A/M L NA			
	Door Casing	8.0	A/M Ⓢ NA					Cell Win Frame		A/M L NA			
	Door Jamb	N.C.	A/M L NA				D	Cellar Win Sill		A/M L NA			
	Threshold	N.C.	A/M L NA					Cell Win Sash		A/M L NA			
	Kickplate	N.C.	A/M L NA					Cell Win Frame		A/M L NA			
D	Storm Door		A/M L NA				D	Cellar Win Sill		A/M L NA			
	Door		A/M L NA					Cell Win Sash		A/M L NA			
	Door Casing		A/M L NA					Cell Win Frame		A/M L NA			
	Door Jamb		A/M L NA				D	Cellar Win Sill		A/M L NA			
	Threshold		A/M L NA					Cell Win Sash		A/M L NA			
	Kickplate		A/M L NA					Cell Win Frame		A/M L NA			
D	Door		A/M L NA				D	Foundation		L NA			
	Door Casing		A/M L NA					Bulkhead		A/M L NA			
	Door Jamb		A/M L NA					Fences		A/M L NA			
	Threshold		A/M L NA				D	Shutters		A/M L NA			
	Door		A/M L NA					Newel post		A/M L NA			
	Door Casing		A/M L NA					Railing Cap		A/M L NA			
D	Window Sill		A/M L NA				D	Handrail		A/M L NA			
	Win Casing		A/M L NA					Balusters		A/M L NA			
	Window Sash		A/M L NA					Lower Rail		A/M L NA			
	Window Sill		A/M L NA				D	Treads		A/M L NA			
	Win Casing		A/M L NA					Risers		A/M L NA			
	Window Sash		A/M L NA					Stringer		A/M L NA			
COMMENTS:							D	Window	2.3	A/M Ⓢ NA			
								Hand		A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			
										A/M L NA			

of Lead Inspection 2 Lake Street Apt # City Webster

ROOM - Basement Storage across from boiler room

SIDE	LOCATION/SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD	SIDE	LOCATION/SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD
B	Up walls	0.5	A/M L NA					Window Sill		M/I A/M L NA			
D	Low Walls	0.2	A/M L NA					Win Apron		A/M L NA			
B	Baseboards	0.5	A/M L NA					Win Casing		A/M L NA			
D	Chair rail		A/M L NA					Header Stop		M/I A/M L NA			
	Radiator	0.6	A/M L NA					Int Stops		M/I A/M L NA			
	Floor	0.5	A/M L NA					Win Int Sash		M/I A/M L NA			
	Ceiling	0.2	A/M L NA					Exterior Sill		M/I L NA			
	Door	0.1	A/M L NA					Part Bead		M/I L NA			
	Door Casing	0.5	A/M L NA					Blind Stop		M/I L NA			
	Door Jamb	0.4	A/M L NA					Win Ext Sash		M/I L NA			
	Threshold		A/M L NA					Window Sill		M/I A/M L NA			
	Door		A/M L NA					Win Apron		A/M L NA			
	Door Casing		A/M L NA					Win Casing		A/M L NA			
	Door Jamb		A/M L NA					Header Stop		M/I A/M L NA			
	Threshold		A/M L NA					Int Stops		M/I A/M L NA			
	Door		A/M L NA					Win Int Sash		M/I A/M L NA			
	Door Casing		A/M L NA					Exterior Sill		M/I L NA			
	Door Jamb		A/M L NA					Part Bead		M/I L NA			
	Threshold		A/M L NA					Blind Stop		M/I L NA			
	Door		A/M L NA					Win Ext Sash		M/I L NA			
	Door Casing		A/M L NA					Closet Door		A/M L NA			
	Door Jamb		A/M L NA					CI Casing		A/M L NA			
	Threshold		A/M L NA					Closet Jamb		A/M L NA			
	Window Sill	0.1	M/I A/M L NA					Closet Walls		A/M L NA			
	Win Apron	0.4	A/M L NA					CI Baseboard		A/M L NA			
	Win Casing	0.5	A/M L NA					Closet Pole		A/M L NA			
	Header Stop	0.6	M/I A/M L NA					Closet Shelf		A/M L NA			
	Int Stops	0.5	M/I A/M L NA					CI Supports		A/M L NA			
	Win Int Sash	0.6	M/I A/M L NA					Closet Floor		A/M L NA			
	Exterior Sill	1.5	M/I L NA					Closet Ceiling		A/M L NA			
	Part Bead	1.2	M/I L NA					Fireplace		A/M L NA			
	Blind Stop	0.5	M/I L NA					Mantle		A/M L NA			
	Win Ext Sash	2.1	M/I L NA							M/I A/M L NA			
COMMENTS:										M/I A/M L NA			
										M/I A/M L NA			
										M/I A/M L NA			
										M/I A/M L NA			
										M/I A/M L NA			

EXCLUDED SURFACES: Surfaces listed in these boxes can be made intact only by a licensed deleader.

LOCATION	MEASURE: LOOSE PAINT (MORE THAN 288 SQ. IN.)	DELEAD DATE	DELEAD METHOD	SIDE	LOCATION	MEASURE: LOOSE PAINT (MORE THAN 288 SQ. IN.)	DELEAD DATE	DELEAD METHOD

s of Lead Inspection 2 Lake Street Apt # _____ City Wester

ROOM Boyle Room

IDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD
B	Up walls	0.2	A/M L NA			
B	Low Walls	0.1	A/M L NA			
B	Baseboards		A/M L NA			
D	Chair rail		A/M L NA			
	Radiator		A/M L NA			
	Floor	0.6	A/M L NA			
	Ceiling	0.4	A/M L NA			
	Door	2.5	A/M L NA			
	Door Casing	0.6	A/M L NA			
	Door Jamb	0.5	A/M L NA			
	Threshold		A/M L NA			
	Door		A/M L NA			
	Door Casing		A/M L NA			
	Door Jamb		A/M L NA			
	Threshold		A/M L NA			
	Door		A/M L NA			
	Door Casing		A/M L NA			
	Door Jamb		A/M L NA			
	Threshold		A/M L NA			
	Door		A/M L NA			
	Door Casing		A/M L NA			
	Door Jamb		A/M L NA			
	Threshold		A/M L NA			
	Window Sill		M/I A/M L NA			
	Win Apron		A/M L NA			
	Win Casing		A/M L NA			
	Header Stop		M/I A/M L NA			
	Int Stops		M/I A/M L NA			
	Win Int Sash		M/I A/M L NA			
	Exterior Sill		M/I L NA			
	Part Bead		M/I L NA			
	Blind Stop		M/I L NA			
	Win Ext Sash		M/I L NA			

COMMENTS:

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD
	Window Sill		M/I A/M L NA			
	Win Apron		A/M L NA			
	Win Casing		A/M L NA			
	Header Stop		M/I A/M L NA			
	Int Stops		M/I A/M L NA			
	Win Int Sash		M/I A/M L NA			
	Exterior Sill		M/I L NA			
	Part Bead		M/I L NA			
	Blind Stop		M/I L NA			
	Win Ext Sash		M/I L NA			
	Window Sill		M/I A/M L NA			
	Win Apron		A/M L NA			
	Win Casing		A/M L NA			
	Header Stop		M/I A/M L NA			
	Int Stops		M/I A/M L NA			
	Win Int Sash		M/I A/M L NA			
	Exterior Sill		M/I L NA			
	Part Bead		M/I L NA			
	Blind Stop		M/I L NA			
	Win Ext Sash		M/I L NA			
	Closet Door		A/M L NA			
	CI Casing		A/M L NA			
	Closet Jamb		A/M L NA			
	Closet Walls		A/M L NA			
	CI Baseboard		A/M L NA			
	Closet Pole		A/M L NA			
	Closet Shelf		A/M L NA			
	CI Supports		A/M L NA			
	Closet Floor		A/M L NA			
	Closet Ceiling		A/M L NA			
	Fireplace		A/M L NA			
	Mantle		A/M L NA			
A	Wainscoting	3.2	M/I A/M L NA			
	Wall		M/I A/M L NA			
			M/I A/M L NA			
			M/I A/M L NA			
			M/I A/M L NA			

EXCLUDED SURFACES: Surfaces listed in these boxes can be made intact only by a licensed deleader.

LOCATION	MEASURE: LOOSE PAINT (MORE THAN 288 SQ. IN.)	DELEAD DATE	DELEAD METHOD	SIDE	LOCATION	MEASURE: LOOSE PAINT (MORE THAN 288 SQ. IN.)	DELEAD DATE	DELEAD METHOD

Address of Lead Inspection 2 Lake Street Apt # City Woburn

STAIRCASE - Front Stairway

SIDE	LOCATION/SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD	SIDE	LOCATION/SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD
B	Up walls	0.2	A/M L NA					Window Sill		M/I A/M L NA			
D	Low Walls	0.4	A/M L NA					Win Apron		A/M L NA			
B	Baseboards	0.5	A/M L NA					Win Casing		A/M L NA			
D	Chair rail		A/M L NA					Header Stop		M/I A/M L NA			
A	Radiator	0.5	A/M L NA					Int Stops		M/I A/M L NA			
	Floor	Co	A/M L NA					Win Int Sash		M/I A/M L NA			
	Ceiling	0.4	A/M L NA					Exterior Sill		M/I L NA			
A	Door	N-C	A/M L NA					Part Bead		M/I L NA			
	Door Casing	0.5	A/M L NA					Blind Stop		M/I L NA			
	Door Jamb	N-C	A/M L NA					Win Ext Sash		M/I L NA			
	Threshold	0.2	A/M L NA										
	Door		A/M L NA					Closet Door		A/M L NA			
	Door Casing		A/M L NA					CI Casing		A/M L NA			
	Door Jamb		A/M L NA					Closet Jamb		A/M L NA			
	Threshold		A/M L NA					Closet Walls		A/M L NA			
	Door		A/M L NA					CI Baseboard		A/M L NA			
	Door Casing		A/M L NA					Closet Pole		A/M L NA			
	Door Jamb		A/M L NA					Closet Shelf		A/M L NA			
	Threshold		A/M L NA					CI Supports		A/M L NA			
	Door		A/M L NA					Closet Floor		A/M L NA			
	Door Casing		A/M L NA					Closet Ceiling		A/M L NA			
	Door Jamb		A/M L NA										
	Threshold		A/M L NA					C	Newel Post	0.2	A/M L NA		
	Door		A/M L NA						Railing Cap	0.2	A/M L NA		
	Door Casing		A/M L NA						Handrail	0.2	A/M L NA		
	Door Jamb		A/M L NA						Balusters	0.1	A/M L NA		
	Threshold		A/M L NA						Lower rail		A/M L NA		
	Door		A/M L NA						Treads	0.3	A/M L NA		
	Door Casing		A/M L NA						Risers	0.2	A/M L NA		
	Door Jamb		A/M L NA						Stringer	0.3	A/M L NA		
	Threshold		A/M L NA						Door		A/M L NA		
	Window Sill		M/I A/M L NA						Door Casing		A/M L NA		
	Win Apron		A/M L NA						Door Jamb		A/M L NA		
	Win Casing		A/M L NA						Threshold		A/M L NA		
	Header Stop		M/I A/M L NA						Floor Casing	0.4	A/M L NA		
	Int Stops		M/I A/M L NA								M/I A/M L NA		
	Win Int Sash		M/I A/M L NA								M/I A/M L NA		
	Exterior Sill		M/I L NA								M/I A/M L NA		
	Part Bead		M/I L NA								M/I A/M L NA		
	Blind Stop		M/I L NA								M/I A/M L NA		
	Win Ext Sash		M/I L NA								M/I A/M L NA		

EXCLUDED SURFACES: Surfaces listed in these boxes can be made intact only by a licensed deleader.

LOCATION	MEASURE: LOOSE PAINT (MORE THAN 288 SQ. IN.)	DELEAD DATE	DELEAD METHOD	SIDE	LOCATION	MEASURE: LOOSE PAINT (MORE THAN 288 SQ. IN.)	DELEAD DATE	DELEAD METHOD

Points of Lead Inspection 2 Lake Street Apt # City Webster

ROOM 1st Floor

IDE	LOCATION/SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD	SIDE	LOCATION/SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD
B	Up walls	0.4	A/M L NA					Window Sill		M/I A/M L NA			
D	Low Walls	0.2	A/M L NA					Win Apron		A/M L NA			
B	Baseboards	0.5	A/M L NA					Win Casing		A/M L NA			
D	Chair rail	0.4	A/M L NA					Header Stop		M/I A/M L NA			
	Radiator	0.6	A/M L NA					Int Stops		M/I A/M L NA			
	Floor	0.2	A/M L NA					Win Int Sash		M/I A/M L NA			
	Ceiling	0.4	A/M L NA					Exterior Sill		M/I L NA			
	Door	0.5	A/M L NA					Part Bead		M/I L NA			
	Door Casing	0.2	A/M L NA	ash				Blind Stop		M/I L NA			
	Door Jamb	0.4	A/M L NA					Win Ext Sash		M/I L NA			
	Threshold		A/M L NA					Window Sill		M/I A/M L NA			
	Door		A/M L NA					Win Apron		A/M L NA			
	Door Casing		A/M L NA					Win Casing		A/M L NA			
	Door Jamb		A/M L NA					Header Stop		M/I A/M L NA			
	Threshold		A/M L NA					Int Stops		M/I A/M L NA			
	Door		A/M L NA					Win Int Sash		M/I A/M L NA			
	Door Casing		A/M L NA					Exterior Sill		M/I L NA			
	Door Jamb		A/M L NA					Part Bead		M/I L NA			
	Threshold		A/M L NA					Blind Stop		M/I L NA			
	Door		A/M L NA					Win Ext Sash		M/I L NA			
	Door Casing		A/M L NA					Closet Door		A/M L NA			
	Door Jamb		A/M L NA					CI Casing		A/M L NA			
	Threshold		A/M L NA					Closet Jamb		A/M L NA			
	Window Sill	0.2	M/I A/M L NA					Closet Walls		A/M L NA			
	Win Apron	0.3	A/M L NA					CI Baseboard		A/M L NA			
	Win Casing	0.2	A/M L NA					Closet Pole		A/M L NA			
	Header Stop	0.4	M/I A/M L NA					Closet Shelf		A/M L NA			
	Int Stops	0.3	M/I A/M L NA					CI Supports		A/M L NA			
	Win Int Sash	0.2	M/I A/M L NA	6.2				Closet Floor		A/M L NA			
	Exterior Sill	2.0	M/I L NA					Closet Ceiling		A/M L NA			
	Part Bead	1.0	M/I L NA					Fireplace		A/M L NA			
	Blind Stop	0.5	M/I L NA					Mantle		A/M L NA			
	Win Ext Sash	2.0	M/I L NA										
COMMENTS:							B	Booth	0.2	M/I A/M L NA			
							A	Column	0.2	M/I A/M L NA			
										M/I A/M L NA			
										M/I A/M L NA			
										M/I A/M L NA			

EXCLUDED SURFACES: Surfaces listed in these boxes can be made intact only by a licensed deleader.

LOCATION	MEASURE: LOOSE PAINT (MORE THAN 288 SQ. IN.)	DELEAD DATE	DELEAD METHOD	SIDE	LOCATION	MEASURE: LOOSE PAINT (MORE THAN 288 SQ. IN.)	DELEAD DATE	DELEAD METHOD

HALLWAY Basement													
SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD	SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD
A/B	Up walls	0.2	A/M L NA					Window Sill	M/I	A/M L NA			
C/D	Low Walls	0.4	A/M L NA					Win Apron		A/M L NA			
A/B	Baseboards	0.1	A/M L NA					Win Casing		A/M L NA			
C/D	Chair rail		A/M L NA					Header Stop	M/I	A/M L NA			
	Radiator		A/M L NA					Int Stops	M/I	A/M L NA			
	Floor	0.0	A/M L NA					Win Int Sash	M/I	A/M L NA			
	Ceiling	0.4	A/M L NA					Exterior Sill	M/I	L NA			
	Door	0.1	A/M L NA					Part Bead	M/I	L NA			
	Door Casing	0.2	A/M L NA					Blind Stop	M/I	L NA			
	Door Jamb	0.4	A/M L NA					Win Ext Sash	M/I	L NA			
	Threshold		A/M L NA										
	Door	0.5	A/M L NA					Closet Door		A/M L NA			
	Door Casing	0.2	A/M L NA					CI Casing		A/M L NA			
	Door Jamb	0.4	A/M L NA					Closet Jamb		A/M L NA			
	Threshold		A/M L NA					Closet Walls		A/M L NA			
	Door		A/M L NA					CI Baseboard		A/M L NA			
	Door Casing		A/M L NA					Closet Pole		A/M L NA			
	Door Jamb		A/M L NA					Closet Shelf		A/M L NA			
	Threshold		A/M L NA					CI Supports		A/M L NA			
	Door		A/M L NA					Closet Floor		A/M L NA			
	Door Casing		A/M L NA					CI Ceiling		A/M L NA			
	Door Jamb		A/M L NA					Closet Door		A/M L NA			
	Threshold		A/M L NA					CI Casing		A/M L NA			
	Door		A/M L NA					Closet Jamb		A/M L NA			
	Door Casing		A/M L NA					Closet Walls		A/M L NA			
	Door Jamb		A/M L NA					CI Baseboard		A/M L NA			
	Threshold		A/M L NA					Closet Pole		A/M L NA			
	Window Sill	M/I	A/M L NA					Closet Shelf		A/M L NA			
	Win Apron		A/M L NA					CI Supports		A/M L NA			
	Win Casing		A/M L NA					Closet Floor		A/M L NA			
	Header Stop	M/I	A/M L NA					CI Ceiling		A/M L NA			
	Int Stops	M/I	A/M L NA										
	Win Int Sash	M/I	A/M L NA					B Wall		M/I A/M L NA			
	Exterior Sill	M/I	L NA					panels	1.5	M/I (A/M) L NA			
	Part Bead	M/I	L NA					panels		M/I A/M L NA			
	Blind Stop	M/I	L NA							M/I A/M L NA			
	Win Ext Sash	M/I	L NA							M/I A/M L NA			

EXCLUDED SURFACES: Surfaces listed in these boxes can be made intact only by a licensed deleader.

LOCATION	MEASURE: LOOSE PAINT (MORE THAN 288 SQ. IN.)	DELEAD DATE	DELEAD METHOD	SIDE	LOCATION	MEASURE: LOOSE PAINT (MORE THAN 288 SQ. IN.)	DELEAD DATE	DELEAD METHOD

Paul Bykeman
Inspector (print)I 3571
Lic #Paul Bykeman
Signature3/3/09
Date

Page ____ of ____

Type of Lead Inspection

2 Lake Street

Apt #

City

Woburn

Room

Basement Children's room

DE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD
B	Up walls	0.2	A/M L NA			
D	Low Walls	0.1	A/M L NA			
B	Baseboards	0.2	A/M L NA			
B	Chair rail	0.2	A/M L NA			
	Radiator		A/M L NA			
	Floor	0.2	A/M L NA			
	Ceiling	0.3	A/M L NA			
	Door	0.2	A/M L NA			
	Door Casing	0.3	A/M L NA			
	Door Jamb	0.2	A/M L NA			
	Threshold		A/M L NA			
	Door	0.4	A/M L NA			
	Door Casing	0.3	A/M L NA			
	Door Jamb	0.2	A/M L NA			
	Threshold		A/M L NA			
	Door		A/M L NA			
	Door Casing		A/M L NA			
	Door Jamb		A/M L NA			
	Threshold		A/M L NA			
	Door		A/M L NA			
	Door Casing		A/M L NA			
	Door Jamb		A/M L NA			
	Threshold		A/M L NA			
	Window Sill	0.2	M/L A/M L NA			
	Win Apron	0.1	A/M L NA			
	Win Casing	0.3	A/M L NA			
	Header Stop	0.2	M/L A/M L NA			
	Int Stops	0.4	M/L A/M L NA			
	Win Int Sash	3.6	(M/L) A/M L NA			
	Exterior Sill	2.5	(M/L) L NA			
	Part Bead	0.6	M/L L NA			
	Blind Stop	0.6	M/L L NA			
	Win Ext Sash	1.2	(M/L) L NA			

COMMENTS:

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	COMMENTS	DELEAD DATE	DELEAD METHOD
	Window Sill		M/L A/M L NA			
	Win Apron		A/M L NA			
	Win Casing		A/M L NA			
	Header Stop		M/L A/M L NA			
	Int Stops		M/L A/M L NA			
	Win Int Sash		M/L A/M L NA			
	Exterior Sill		M/L L NA			
	Part Bead		M/L L NA			
	Blind Stop		M/L L NA			
	Win Ext Sash		M/L L NA			
	Window Sill		M/L A/M L NA			
	Win Apron		A/M L NA			
	Win Casing		A/M L NA			
	Header Stop		M/L A/M L NA			
	Int Stops		M/L A/M L NA			
	Win Int Sash		M/L A/M L NA			
	Exterior Sill		M/L L NA			
	Part Bead		M/L L NA			
	Blind Stop		M/L L NA			
	Win Ext Sash		M/L L NA			
	Closet Door		A/M L NA			
	Cl Casing		A/M L NA			
	Closet Jamb		A/M L NA			
	Closet Walls		A/M L NA			
	Cl Baseboard		A/M L NA			
	Closet Pole		A/M L NA			
	Closet Shelf		A/M L NA			
	Cl Supports		A/M L NA			
	Closet Floor		A/M L NA			
	Closet Ceiling		A/M L NA			
	Fireplace		A/M L NA			
	Mantle		A/M L NA			
			M/L A/M L NA			
			M/L A/M L NA			
			M/L A/M L NA			
			M/L A/M L NA			
			M/L A/M L NA			

EXCLUDED SURFACES: Surfaces listed in these boxes can be made intact only by a licensed deleader.

LOCATION	MEASURE: LOOSE PAINT (MORE THAN 288 SQ. IN.)	DELEAD DATE	DELEAD METHOD

SIDE	LOCATION	MEASURE: LOOSE PAINT (MORE THAN 288 SQ. IN.)	DELEAD DATE	DELEAD METHOD